TermStar NXT

User’s Guide
Valid from Service Pack 12

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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-Str. 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".

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1 What is TermStar?

TermStar is a program for managing and viewing electronic dictionaries. These tasks are collectively known as “terminology management”.

Electronic dictionaries have the following two main advantages over paper dictionaries:
- The incorporated database functionality offers powerful search-possibilities
- The dictionaries can be edited and expanded

With TermStar you can record all your terminology and manage it in databases. The information you enter is completely up to you. TermStar supports more than 170 languages and language variants. You can create mono-, bi- and multi-language databases. You can use it for everything from simple word pairs up to detailed entries containing grammatical information, detailed definitions, illustrations and cross-references.

Please refer to section 1.1 “TermStar functions” on page 10 for an overview of TermStar’s most important functions. Please refer to section 1.2 “Using TermStar” on page 11 for information about using TermStar.

Product versions of TermStar

Different versions of TermStar are available, each offering a different range of functions. For more information about the various product versions and their functions, please refer to the “Product Guide”.

1.1 TermStar functions

The following table 1-1 lists the key functions of TermStar.

<table>
<thead>
<tr>
<th>Task</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Searching and navigating in the dictionary</td>
<td>- Search for words or parts of words using wildcards (*)</td>
</tr>
<tr>
<td></td>
<td>- Fuzzy search: find similar words or parts of words with a user-definable minimum similarity</td>
</tr>
<tr>
<td></td>
<td>- Search in one or several dictionaries</td>
</tr>
<tr>
<td></td>
<td>- Direct access to linked entries or data records via coloured cross-references</td>
</tr>
</tbody>
</table>

Tab. 1-1: Key functions of TermStar
### 1.2 Using TermStar

You can use TermStar in many ways:

<table>
<thead>
<tr>
<th>Task</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selecting and editing entries</td>
<td>■ Display and hide entries using data record filters</td>
</tr>
<tr>
<td></td>
<td>■ Edit existing entries</td>
</tr>
<tr>
<td></td>
<td>■ Add entries using rapid entry</td>
</tr>
<tr>
<td></td>
<td>■ Copy complete entries</td>
</tr>
<tr>
<td></td>
<td>■ Change data globally with flexible replace functions</td>
</tr>
<tr>
<td>Linking to multimedia files</td>
<td>■ Add graphics, video or audio files to illustrate your terms</td>
</tr>
<tr>
<td>Creating defaults</td>
<td>■ Set default values which are automatically added to each new entry</td>
</tr>
<tr>
<td></td>
<td>■ Create an input verification which forces you to make entries for selected fields and prevents impermissible entries</td>
</tr>
<tr>
<td></td>
<td>■ Create monolingual or multilingual values lists from which the user can choose</td>
</tr>
<tr>
<td>Customising views</td>
<td>■ Select different dictionary views</td>
</tr>
<tr>
<td></td>
<td>■ Designing your own views</td>
</tr>
<tr>
<td>Managing dictionaries</td>
<td>■ Open several dictionaries at the same time</td>
</tr>
<tr>
<td></td>
<td>■ Dictionary protection by means of passwords</td>
</tr>
<tr>
<td></td>
<td>■ Create your own dictionaries</td>
</tr>
<tr>
<td></td>
<td>■ Copy dictionaries and databases</td>
</tr>
<tr>
<td></td>
<td>■ Import/export functions</td>
</tr>
<tr>
<td></td>
<td>■ Printing out complete dictionaries or parts of dictionaries</td>
</tr>
<tr>
<td>Languages</td>
<td>■ Build up multilingual dictionaries</td>
</tr>
<tr>
<td></td>
<td>■ Swap the source and target language with a click of the mouse</td>
</tr>
<tr>
<td></td>
<td>■ More than 170 European, Asian and Arabic languages supported</td>
</tr>
<tr>
<td>Statistics</td>
<td>■ Detailed reports for one dictionary or several, based on fields or data records</td>
</tr>
</tbody>
</table>

*Tab. 1-1: Key functions of TermStar (cont.)*
What is TermStar?

- As an integral component of Transit NXT, STAR’s translation memory system. Transit then automatically searches through the TermStar dictionaries you have selected, as you translate. If Transit finds a translation you can carry it over directly into the Transit translation. You can also easily record new entries in the TermStar dictionaries.

- As an independent dictionary program.
  The TermStar user interface provides you with easy-to-use options for displaying, browsing in and editing the dictionaries. Use the “layouts” to specify what information you want to record in your dictionaries and how TermStar displays the dictionaries on the screen.

- For accessing terminology from Microsoft Word or Adobe FrameMaker
  Using the TermStar Gate plug-in, you can search for translations or enter terminology from Microsoft Word or Adobe FrameMaker. This gives Microsoft Word or Adobe FrameMaker direct access to TermStar and thus your local project dictionaries.

  Information on these plug-ins you find in the “TermStar Gate for Word – Installation & Usage” and “TermStar Gate for FrameMaker – Installation & Usage” documents.
1.3 TermStar users

Because of its flexible structure, TermStar is suitable for everyone who deals with languages in his/her work. TermStar is used primarily by translation companies, translation departments and freelance translators.

TermStar offers particular benefits to each user (Table 1-2).

<table>
<thead>
<tr>
<th>Users</th>
<th>Benefits</th>
</tr>
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</table>
| Translator             | ■ Integration with Transit or word processors  
                           ■ Fast and simple entry  
                           ■ Creation of separate dictionaries for different projects or customers  
                           ■ Powerful search functions  
                           ■ Simple management of the terminology created |
| Terminology departments| ■ Supports numerous languages  
                           ■ Build up multilingual dictionaries  
                           ■ Global change possible  
                           ■ Flexible management functions for moving and copying entries even between dictionaries  
                           ■ Simple management of the terminology created |
| Project groups         | ■ Generation of extracts which can be edited externally  
                           ■ Password protection against unauthorised changes  
                           ■ Can be used in a network  
                           ■ Export and import functions  
                           ■ Creation of default values, input verifications and values lists to maintain consistency |

*Tab. 1-2: Special benefits of Transit for different users*
2 The basics

2.1 Overview

TermStar organises your dictionaries in databases. This is explained in section 2.2 “Data organisation in dictionaries and databases” on page 14.

Within a dictionary, TermStar saves your terminology with a data record and entry structure. Please refer to section 2.3 “Terminology data structure” on page 16 for more detailed information.

Please refer to section 2.4 “Languages” on page 19 for information on how TermStar recognises different languages.

You can customise TermStar in various ways to suit your requirements. You can choose between various layouts and thereby determine what information your dictionaries should contain and how TermStar should display this on the screen (see section 2.5 “Layouts and views” on page 21).

Please refer to section 2.6 “TermStar user interface” on page 22 for detailed information on the TermStar user interface and how you can call up various functions.

2.2 Data organisation in dictionaries and databases

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

The data contained in dictionaries are organised in “databases”. A database may contain one or more dictionaries. It is comparable to a shelf on which you keep your paper dictionaries (see Fig. 2-1 on page 15).

You have the following options when creating a new dictionary:

- You can add the dictionary to an existing database.
- You can create a new database into which the dictionary will be placed.
You would normally work with only one database in order to ensure rapid access to your data. Separate databases are only useful if you are working with large volumes of data, e.g. on network servers.

TermStar sets up three databases during installation:

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

- **TermStar NXT Received**
  The **TermStar NXT Received** database does not contain any dictionaries initially. This database is intended for receiving dictionaries from other users (see section 10 “Exchanging a dictionary or dictionary extract” on page 276).

- **TermStar NXT Check**
  The **TermStar NXT Check** database also contains no dictionaries. You can use the **TermStar NXT Check database** to receive dictionaries edited by other users (e.g. translators or terminologists), which you want to review again manually before merging them into the original dictionary (see section 10.6.2 “Unpacking data records into a separate dictionary for review purposes” on page 292).
2.3 Terminology data structure

2.3.1 Data records and entries

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

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

Table 2-1 on page 16 clarifies this structure using the German homonym Bank as an example. The word Bank has two meanings in German - a financial institute and a type of seat. Each meaning is assigned an individual data record with its associated linguistic entries. Thus, for the German word Bank you need to create a data record for each meaning.

<table>
<thead>
<tr>
<th>Entry 1</th>
<th>Entry 2</th>
<th>Entry 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data record 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language:</td>
<td>Language:</td>
<td>Language:</td>
</tr>
<tr>
<td>DEU</td>
<td>ENG</td>
<td>FRA</td>
</tr>
<tr>
<td>Term:</td>
<td>Term:</td>
<td>Term:</td>
</tr>
<tr>
<td>Bank</td>
<td>bank</td>
<td>banque</td>
</tr>
<tr>
<td><strong>Data record 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language:</td>
<td>Language:</td>
<td>Language:</td>
</tr>
<tr>
<td>DEU</td>
<td>ENG</td>
<td>FRA</td>
</tr>
<tr>
<td>Term:</td>
<td>Term:</td>
<td>Term:</td>
</tr>
<tr>
<td>Bank</td>
<td>bench</td>
<td>banc</td>
</tr>
</tbody>
</table>

*Tab. 2-1: Structure with data records and entries*

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

To add an entry, you must decide the following:

- If you want to add a new semantic unit (e.g. the German term “Bank” meaning type of seat), then create a new data record.
- If you want to add a new linguistic equivalent to an existing semantic unit (e.g. bench), then record the entry in an existing data record. This new entry must have the same semantic meaning as the other entries (i.e. Bank and banc) in this data record.

Focus entirely on the meaning and not on the terms in each language!
2.3.2 Field structure of the data records and entries

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

- **Header fields**: Each data record is automatically assigned superordinate fields which are only filled in once for the whole data record. These header fields mainly record administrative information, such as the data record number, project, status, date, etc. In addition, the **Multimedia** header field contains paths to linked graphics, video or audio files.

- **Language fields**: The language fields form the next level. These fields contain data which refer to all entries in a language. This means that you need only enter the information once for each language.
Entry fields
The entry fields record detailed information for each individual main entry. This includes information about the contents (term, definition, source, context) as well as administrative data (created by, date) and linguistic data (part of speech, gender, phonetic information).

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

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

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

You can add the following types of subentry to a main entry:
- Abbreviations
- Synonyms
- Alternatives (alternative spelling, e.g. jail – gaol)
- Disallowed terms (translations or forms that are not permitted)
- Irregular forms (e.g. went for the entry go)
- User index 1 -5 (freely definable)

2.3.3 Field types

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

- Administration fields
  Examples: date of entry, date of last change, user
  TermStar automatically fills in these fields.

- Index fields
  Examples: term, abbreviation, alternatives, synonyms, user index 1
  TermStar sorts the dictionary entries by these fields.

- Additional information on the contents
  Examples: Definition, remark, subject, context, source, status
  These fields contain additional information on the linguistic entry.

- Linguistic information
  Examples: Declension, phonetic transcription, part of speech, gender

- Cross-reference fields to other entries
Multimedia field
This field can be used to incorporate graphics, audio or video files.
You can find a list of all the fields, with a description, in the Transit/TermStar NXT Reference Guide.

2.3.4 Default values, input verification and values lists

In TermStar, you can define default settings for nearly every field, which makes entering data easier, prevents you from entering incorrect data and ensures consistency within the dictionary entries. Please refer to section 7 “Quality assurance” on page 199 for more detailed information.

2.4 Languages

2.4.1 Source and target language(s)

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

<table>
<thead>
<tr>
<th>Language</th>
<th>Language code</th>
<th>Example term</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (UK)</td>
<td>ENG</td>
<td>select</td>
</tr>
<tr>
<td>German</td>
<td>DEU</td>
<td>auswählen</td>
</tr>
<tr>
<td>French</td>
<td>FRA</td>
<td>sélectionner</td>
</tr>
<tr>
<td>Italian</td>
<td>ITA</td>
<td>selezionare</td>
</tr>
<tr>
<td>Japanese</td>
<td>JPN</td>
<td>選択する</td>
</tr>
</tbody>
</table>

Tab. 2-2: Entries with language code
You can determine which languages are displayed by selecting the source language and target language. If you are translating from English to German, for example, set English as the source language and German as the target language. TermStar will then only display entries with the language codes ENG and DEU, even if your dictionary contains entries in other languages. TermStar only displays the two languages that you need at the present moment (Fig. 2-3).

If you are translating from English to Spanish, simply select Spanish as the target language. TermStar then displays the relevant entries (Fig. 2-4).

You can also customise the dictionary display so that TermStar displays more than two languages. Please refer to the Transit/TermStar NXT Reference Guide for information about modifying and managing layouts.

**Asian, East European and right-to-left languages**

Make sure your operating system meets the necessary requirements so TermStar can display Asian, east European and right-to-left languages correctly.
2.5 Layouts and views

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

2.5.1 Layouts

The fields which TermStar should display are determined by the “dictionary layouts” (“layouts” for short). These specify which fields are displayed and how, and into which fields you can enter information.

You can create, save and modify layouts yourself using the TermStar layout editor. Please refer to the Transit/TermStar NXT Reference Guide for information about modifying and managing layouts.

2.5.2 Views

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

- Standard layout (mandatory) – for the left-hand page of the dictionary.
- Additional layout (optional) – for the right-hand page of the dictionary.
- Edit mode layout (optional) – for editing dictionary entries

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

Using the ribbon bar, you can switch easily between the different views, thereby quickly changing the dictionary display (see section 9.4.3 “Switching between dictionary views” on page 271).

Of course you can always customise the views supplied to suit your individual needs. Please refer to section 9.4.4 “Modifying and managing dictionary views” on page 272 for more information on this topic.
2.6 TermStar user interface

2.6.1 User roles in TermStar

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

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

Tab. 2-3: Standard user roles in TermStar

This manual describes all the functions offered by TermStar, as they appear under the ‘Super User’ role. A table providing a detailed description of the functions available under the respective user roles can be found in the Transit/TermStar NXT Reference Guide.

Your choice of user role affects both the functions which are available and the basic appearance of TermStar. Please refer to section 9.2 “User roles” on page 255 for more details.
When TermStar is started up for the first time, the following window appears:

![Select user role window](image)

Fig. 2-5: Select user role window

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

In addition to the standard user roles, you can also create new, custom user roles, either by defining a totally new role from scratch or by modifying an existing user role.

You can find information on this in the Transit/TermStar NXT Reference Guide.

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

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

1. Decide whether you want the Select user role window to appear the next time you start TermStar:
   - If you want TermStar to skip this window in future, select the Don't ask again at startup option in the bottom left of the window.
   - If you want TermStar to ask you which user role you would like to use next time you start the program as well, leave the Don't ask again at startup option unchecked.

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

TermStar saves your choice of user role and continues to load the program.
How do I select a user role while using TermStar?

1. Select the **User roles** button from the resource bar.
   
   TermStar displays a menu with options relating to role selection:
   
   - **Standard user roles** – TermStar displays a list allowing you to select among the standard user roles. If a standard user role is currently selected, TermStar indicates this by placing a dot on the left-hand side.
   
   - **My user roles** – TermStar displays a list from which you can select a user role that you have defined yourself. If one of these user roles is currently selected, TermStar indicates this by placing a dot on the left-hand side.
   
   - **Manage user roles** – TermStar allows you to define a completely new user role in addition to the standard user roles, or to modify an existing user role. You can find information on this in the Transit/TermStar NXT Reference Guide.
   
   - **Select user role...** – TermStar displays the **Select user role** window, as described above, containing an overview of all the available user roles (Fig. 2-5).

2. Select a user role using one of the methods described above.
   
   TermStar saves your choice of user role.

2.6.2 The working areas and information panes of the TermStar user interface

After starting TermStar, you are first asked to select a user role (information on the different user roles can be found in section 2.6.1 “User roles in TermStar” on page 22). When you have made this selection, the TermStar user interface is displayed (Fig. 2-6).
2.6 TermStar user interface

The interface of TermStar is divided into the following areas:

■ **Top:**
  
  **Quick Access Toolbar:** see section 2.6.4 on page 27
  
  **TermStar button:** see section 2.6.3 on page 26
  
  **Ribbon bar:** see section 2.6.5 on page 31

■ **Middle:**

  **Index buttons:** You can use these to select a letter group in the dictionary directly. For example, if you click on the index button G, TermStar will display the first source-language entry beginning with the letter G.

  You can customise the index buttons to include specific letters or letter combinations for a language. You can find information on this in the Transit/TermStar NXT Reference Guide.

  **Dictionary window:** This can display the entries from one or several dictionaries.

  As with many other Windows programs, you can open several windows in TermStar at the same time. You can arrange these windows as you like within the TermStar interface.

  You can also display a dictionary in several windows so that you can see it in a number of views at once.
The basics

For more information on views for the dictionary window, refer to section 9.4 "Customising the dictionary window" on page 270.

- Right:
  TermStar toolbar: see section 2.6.6 on page 31

- Bottom:
  Resource bar: see section 2.6.7 on page 34

Status bar:

In the status bar, TermStar displays information on the current view in the dictionary window:

<table>
<thead>
<tr>
<th>Welcome</th>
<th>definition_only</th>
<th>English(UK) -&gt; German</th>
<th>Multilingual (TermStar NOT received)</th>
<th>Welcome Guide</th>
</tr>
</thead>
</table>

Fig. 2-7: Status bar

- Last search term entered, e.g. Search: Welcome
  (see section 5.4 “Searching for a term” on page 122)
- Name of the active data record filer, e.g. Filter: definition_only, or Default filter (in case of a default data record filter)
  (see section 5.3 “Filtering data records” on page 108)
- Source and target language, e.g. View: English (UK) -> German
- Dictionary (database), e.g. Dic1NXTIntro (TermStar)
- Source language term of the entry selected, e.g. Term: bilingual

2.6.3 The TermStar button

The TermStar button is located at the top left corner of the TermStar user interface. It accommodates a range of functions which were previously contained in the File menu.

Fig. 2-8: The TermStar button
2.6 TermStar user interface

Clicking on the **TermStar button** opens a menu containing the following commands:

<table>
<thead>
<tr>
<th>Icon/button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open dictionaries</td>
<td></td>
</tr>
<tr>
<td>Create dictionary/database</td>
<td></td>
</tr>
<tr>
<td>Manage dictionaries and databases</td>
<td></td>
</tr>
<tr>
<td>Link database</td>
<td></td>
</tr>
<tr>
<td>Save as</td>
<td></td>
</tr>
<tr>
<td>Print</td>
<td></td>
</tr>
<tr>
<td>Select user role</td>
<td></td>
</tr>
<tr>
<td>User preferences</td>
<td></td>
</tr>
<tr>
<td>Opens the 'User preferences' window</td>
<td></td>
</tr>
<tr>
<td>Exit TermStar</td>
<td></td>
</tr>
<tr>
<td>Exits TermStar</td>
<td></td>
</tr>
</tbody>
</table>

**Tab. 2-4: Commands under the TermStar button**

**Recent projects**, on the right-hand side of the menu, lists projects that you recently worked on in TermStar.

### 2.6.4 The Quick Access Toolbar

The Quick Access Toolbar contains important functions which are used frequently when working with TermStar. To optimise the TermStar workspace, you can configure the Quick Access Toolbar to your particular needs, adding and removing functions as required.
How do I modify the Quick Access Toolbar?

1. Click on the downwards-facing arrow at the right-hand end of the Quick Access Toolbar. TermStar displays the **Customise Quick Access Toolbar** context menu:

![Figure 2-9: Quick Access Toolbar context menu](image)

2. The settings of the Quick Access Toolbar can be altered in the following ways:
   - You can select the **Customise Quick Access Toolbar** option to add additional functions to the Quick Access Toolbar or remove functions.
   
   TermStar displays the **User preferences** window, with the options for the Quick Access Toolbar:

![Figure 2-10: User preferences window, Quick Access Toolbar option](image)
To customise the Quick Access Toolbar, proceed as follows:

First, under **Choose commands from tab**, select the tab in which the function that you want to add is located.

Then, in the left-hand column, select the function and click on **Add**. Repeat this process until you have added the required functions to the Quick Access Toolbar.

If you want to remove a function from the Quick Access Toolbar, click on the function in the right-hand column and then on **Remove**.

To place the Quick Access Toolbar below the ribbon bar, click on **Place Quick Access Toolbar below the Ribbon**.

To reset the Quick Access Toolbar to its default state, click on the **Reset** button, under the right-hand column.

Click on **Save** to save the changes made to the User preferences. Then click **OK** to close the **User preferences** window.

If you click **OK** without first saving your changes, these may be lost when you close TermStar. However, when you exit TermStar, you will be asked again if you want to save the changes that you have made.

Clicking **Cancel** without saving first discards the changes and restores the Quick Access Toolbar to its former state.

– If you want to reset the user preferences for the Quick Access Toolbar back to the default values, select the option **Reset Quick Access Toolbar** from the context menu.

– The context menu also allows you to change the position of the Quick Access Toolbar. To do so:

  If the Quick Access Toolbar is positioned above the ribbon bar, select **Place Quick Access Toolbar below the Ribbon** to move its location to below the ribbon bar.

  If the Quick Access Toolbar is positioned below the ribbon bar, select **Place Quick Access Toolbar above the Ribbon** to move its location to above the ribbon bar.

TermStar displays the Quick Access Toolbar in the position selected:
– Select the option **Minimise the Ribbon** to minimise the ribbon bar.

TermStar minimises the ribbon bar:

*Fig. 2-12: Ribbon bar minimised*

Alternatively, it is also possible to add functions to and remove them from the Quick Access Toolbar directly, using two context menus.

**How do I add a function to the Quick Access Toolbar directly?**

1. Hover the mouse pointer directly over the function on the ribbon bar which you would like to add to the Quick Access Toolbar, and call up the context menu using the right mouse button.

TermStar displays the following context menu:

*Fig. 2-13: Adding a function to the Quick Access Toolbar*

2. Click on the option **Add to Quick Access Toolbar**.

TermStar adds the function to the Quick Access Toolbar.

**How do I remove a function from the Quick Access Toolbar?**

1. Hover the mouse pointer over the function in the Quick Access Toolbar which you would like to remove, and call up the context menu using the right mouse button (Fig. 2-14).

TermStar displays the following context menu:

*Fig. 2-14: Removing a function from the Quick Access Toolbar*

2. Click on the option **Remove from Quick Access Toolbar**.

TermStar removes the function from the Quick Access Toolbar.
2.6.5 The ribbon bar

The ribbon bar replaces the menus and toolbars of previous versions. It is divided into tabs, which are in turn subdivided according to particular areas of functionality:

![Fig. 2-15: Structure of the ribbon bar](image)

1. Tabs describe particular fields of activity.
2. Groups divide the fields of activity into subtasks.
3. Buttons in the individual groups either execute a command or display a command menu.

2.6.6 The TermStar toolbar

The TermStar toolbar is located on the right-hand side of the TermStar user interface. Which tools appear in the TermStar toolbar when TermStar is started depends on the selected user role. The tool have a *Floating Window* design. The following sections describe how to use the floating windows.

The following tools are available:

<table>
<thead>
<tr>
<th>Tool</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Character map</td>
<td>see section 6.12 on page 178</td>
</tr>
<tr>
<td>Web search</td>
<td>see section 5.4.5 on page 128</td>
</tr>
<tr>
<td>Multimedia viewer</td>
<td>see section 5.5 on page 130</td>
</tr>
</tbody>
</table>

*Tab. 2-5: Tools in the TermStar toolbar*

**Floating windows in the TermStar toolbar**

In its ‘floated-out’ state, a floating window tool is represented on the TermStar toolbar by an icon. Therefore the term ‘floating window’ comes from the fact that the window only ‘floats in’ when it is selected, i.e. by hovering the mouse pointer over the icon.
The basics

How do I display a floating window?

1. Hover the mouse pointer over the icon in the TermStar toolbar for the floating window tool you want to display.
   
   The selected floating window ‘floats in’ in TermStar.

2. Once you have finished the relevant task and moved the mouse pointer away, the floating window automatically floats back out again.

3. A floating window can also be displayed permanently, if required.

How do I change the display mode for a floating window?

1. Display the tool by hovering the mouse pointer over the corresponding icon on the TermStar toolbar.
   
   The selected floating window ‘floats in’ in TermStar. The horizontal pushpin icon (Fig. 2-16) in the tool titlebar indicates that the window is in floating window mode.

2. Click on the pushpin icon in the titlebar.
   
   The floating window changes display mode; it is now docked to the user interface and is permanently displayed. The mode is also indicated by the pushpin icon (Fig. 2-16) in the titlebar, which is now oriented vertically.

   You can make additional changes to the position of a window docked to the user interface (see section “How do I adjust the position of a window in the user interface?” on page 32 for more information).

3. If you wish to change the display mode from “docked” back to “floating”, click the pushpin icon again.

Fig. 2-16: Horizontal pushpin icon = display tool as floating window

Vertically oriented pushpin icon = display tool as docked window

How do I adjust the position of a window in the user interface?

1. Hover the mouse pointer over the window titlebar and press the left mouse button.
   
   2. Holding the mouse button, drag the window to where you would like to position it.
As soon as you move the window, the blue positioning arrows appear on the user interface. Hovering the mouse pointer over one of these arrows displays a blue, shaded area which indicates where the window will be positioned and how much space it will occupy, when the mouse button is released:

![Fig. 2-17: Positioning icons for the floating windows](image)

When you position the window in the area specified by the arrows, it is inserted at the indicated location and docked with the user interface again.

If you position the window in another location than those indicated by the arrows, it is displayed on the user interface as a standard window, which can be moved about freely. In order to change the display mode of this window, you must dock it to the user interface again, i.e. position it as indicated by the positioning arrows.

3 Release the left mouse button in the desired position to dock the window or to place it on the interface as a standard window.

TermStar places the window at the selected location.

If a particular tool is not displayed in the TermStar toolbar, you can open it via the context menu to add it to the TermStar toolbar (see the instructions “How do I open a tool via the context menu?” on page 34). Alternatively, you can also open a tool via Windows | Open in the ribbon bar.
How do I open a tool via the context menu?

1. Move the mouse pointer to the resource bar (or alternatively to the titlebar of a currently open tool window) and right click. TermStar displays the TermStar toolbar context menu:

![TermStar toolbar context menu](image)

Fig. 2-18: TermStar toolbar context menu

2. Move the mouse pointer over the icon for the desired tool and left click to open the window in question. TermStar displays the selected tool as a window docked with the user interface (horizontal pushpin icon).

If required, you can alter the window's display mode or position (see the instructions “How do I change the display mode for a floating window?” on page 32 and “How do I adjust the position of a window in the user interface?” on page 32).

After you have used it, you can close the window completely by clicking .

2.6.7 The resource bar

The resource bar is used to access the resources User roles and Dictionaries (Fig. 2-19: “Resource bar”).

![Resource bar](image)

Fig. 2-19: Resource bar

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

Selecting **User roles** | **Select user role** opens the **Select user role** window, from which you can choose one of the standard user roles (see fig. 2-5 on page 23).

**User roles** | **Manage user roles** takes you to the **Manage user roles** window. From here, you can modify one of the standard user roles to suit your own requirements and save it under a different name as a custom user role. You can find in-depth information on creating a custom user role in the Transit/ TermStar NXT Reference Guide.

Via **User roles** | **My user roles** you can view a list of custom user roles. The user roles that you have created in the **Manage user roles** window are displayed here.
Selecting **User roles** | **Standard user roles** opens a list of the standard user roles that come with Transit; these are detailed in section 2.6.1 “User roles in TermStar” on page 22.

The **Dictionaries** button displays a list of various functions for creating, editing and managing dictionaries and terminology. Please refer to section 4 “Creating and Managing Databases and Dictionaries” on page 71 for more detailed information.

### 2.6.8 Project browser

The Project browser offers a variety of options for structuring the view of the TermStar projects listed in the table, e.g. in a grouped, tree structure view or as a simple list. Up to 16 project attributes are available (see Tab. 2-7: “Project browser: project attributes” on page 39) so you can customise the view according to your specific requirements. The Project browser also has filter and search functions to provide a clear overview, even if there are a great deal of projects, helping you to quickly locate particular projects.

The Project browser window is divided into two areas. The top part of the window contains the table listing the projects, while the filter and search functions are located in the bottom part.

The project table displays all the projects which have been created in TermStar. How the projects are displayed in the table depends on the various settings, which can be altered to suit your individual requirements (Fig. 2-20).
By default, the projects are initially displayed in the Project browser with the following attributes:

- **Project**
- **Source language**
- **Target languages (all)**
- **User**
- **Last change**
- **Scope**
- **Creation**

The Group By Box, above the column-header row, displays the project attributes **Customer** and **File type**. It allows you to arrange the projects in the browser window according to particular project attributes. The position of a project attribute in the Group By Box, from left to right, determines its priority. In the following example, the projects are first sorted by **Customer**, and then – within this grouping – by **File type**. With the exception of **Project** all the project attributes can be moved from the column-header row into the Group By Box and then rearranged according to your requirements.

Example: The sort-priority of the attributes is to be changed as follows: the first sort key is changed from **Customer** to **File type**, the **Source language** attribute is added as the second sort key. The **Customer** attribute is no longer needed as a sort key and will be reinserted into the column-header row.

**How do I group project attributes in the Project browser?**

1. Open the Project browser by selecting **Project | Administration | Open**. TermStar displays the **Project browser** window.
2. To remove the **Customer** attribute from the Group By Box, hover the mouse pointer over that attribute, then press and hold the left mouse button.
3. Drag the **Customer** attribute onto the column-header row.
   You can insert this project attribute wherever you want in the column-header row. Two red arrows above and below the column-header row indicate where the attribute will be inserted if you release the left mouse button (Fig. 2-21).
4. Release the left mouse button to insert the project attribute **Customer** into the column-header row to the left of the **Project** attribute.

![Fig. 2-21: Positioning a project attribute in the column-header row](image)

The project attribute **File type**, in the Group By Box, now becomes the first sort key.
5 Hover the mouse pointer over the **Source language** attribute in the column-header row. Press and hold the left mouse button.

6 Drag the **Source language** attribute into the Group By Box, to the right of the **File type** attribute.

Two red arrows above and below the existing attribute indicate where the new attribute will be inserted if you release the left mouse button:

```
File type  Project  Source language  Target
File type: MS Word for Windows 95-2010
```

Fig. 2-22: Positioning a project attribute in the Group By Box

7 Release the left mouse button to insert the **Source language** attribute as the second sort key.

In the Group By Box, **File type** is now displayed as the first sort key and **Source language** as the second sort key. The project attribute **Customer** has been reinserted into the column-header row.

8 Click on **OK** to save these settings or click on **Cancel** to retain the original settings.

### Settings available in the Project browser from the context menu

The context menu allows you to add or delete other project attributes to and from the project table and to configure other settings.

### How do I configure settings via the context menu?

1 Open the context menu by hovering the mouse pointer over the column-header row and right-clicking on one of the project attributes.

TermStar opens the Project-browser context menu.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Columns</strong></td>
<td>Opens the list of available project attributes</td>
</tr>
<tr>
<td><strong>Sort Ascending</strong></td>
<td>Sorts the projects in ascending order</td>
</tr>
<tr>
<td><strong>Sort Descending</strong></td>
<td>Sorts the projects in descending order</td>
</tr>
<tr>
<td><strong>Group By...</strong></td>
<td>Groups the projects by the selected attribute</td>
</tr>
<tr>
<td><strong>Group By Box</strong></td>
<td>Shows or hides the Group By Box</td>
</tr>
<tr>
<td><strong>Remove This Column</strong></td>
<td>Removes the currently selected project attribute from the project table</td>
</tr>
</tbody>
</table>

Tab. 2-6: The Project-browser context menu
How do I add project attributes to the Project browser?

1. Open the Project browser by selecting **Project | Administration | Open**. TermStar displays the **Project browser** window.

2. Hover the mouse pointer over the column-header row and right-click. TermStar displays the context menu:

   ![Field Chooser context menu](image)

   **Fig. 2-23: Project-browser context menu, project attributes list**

3. Click on the **Columns** option to open the project attributes list.
TermStar displays the list of available project attributes:

<table>
<thead>
<tr>
<th>Project attribute</th>
<th>Meaning/Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working folder</td>
<td>Path of the working folder, e.g. C:\Program Files\TermStar\Projects\NXT_Word</td>
</tr>
<tr>
<td>Source language</td>
<td>Source language(s) of the projects</td>
</tr>
<tr>
<td>User</td>
<td>Name of the user who created the project in question</td>
</tr>
<tr>
<td>Scope</td>
<td>Scopes under which a project can be created:</td>
</tr>
<tr>
<td></td>
<td>▪ Global</td>
</tr>
<tr>
<td></td>
<td>▪ User</td>
</tr>
<tr>
<td></td>
<td>▪ Customer</td>
</tr>
<tr>
<td>File type</td>
<td>File type, e.g. MS Word f. Windows</td>
</tr>
<tr>
<td>Creation</td>
<td>Date on which the project was created</td>
</tr>
<tr>
<td>Comment</td>
<td>Any project comments which have been entered into the Administration tab of the Project settings window</td>
</tr>
<tr>
<td>Customer</td>
<td>Customer selected for the project during the creation phase</td>
</tr>
<tr>
<td>Last change</td>
<td>Date of the last change made to the project</td>
</tr>
<tr>
<td>Last language pair</td>
<td>Last language pair worked on</td>
</tr>
<tr>
<td>Project</td>
<td>Project name</td>
</tr>
<tr>
<td>Project type</td>
<td>▪ Standard = standard project</td>
</tr>
<tr>
<td></td>
<td>▪ Alignment = alignment project</td>
</tr>
<tr>
<td>Status</td>
<td>Project status: Any project status information which has been entered into the Administration tab of the Project settings window</td>
</tr>
<tr>
<td>Target language (last)</td>
<td>Last target language worked on</td>
</tr>
<tr>
<td>Target languages (all)</td>
<td>All target languages of a project</td>
</tr>
<tr>
<td>Target languages (selected)</td>
<td>Target language(s) selected via the filter or search functions</td>
</tr>
</tbody>
</table>

*Tab. 2-7: Project browser: project attributes*

4 Using the left mouse button, click on the attribute you wish to display. Click on an attribute which is already being displayed if you want to hide it again. Proceed in this way until you have selected the required attributes. Close the list by pressing the ESC key.
5 Continue configuring other settings in the context menu or close it by pressing the ESC key again.

6 Click on OK to save these settings or on Cancel to discard the changes.

**Filtering projects by target language and searching for projects**

Apart from having the option to customise how TermStar projects are displayed in the Project browser, you can also filter projects by target language and carry out targeted searches for individual projects. The column for the project attribute **Target languages (selected)** must be displayed to enable filtering by target language(s) (refer to “How do I add project attributes to the Project browser?” on page 38).

Fig. 2-24: Filtering and searching in the Project browser

- **Selectable target languages** – List of target languages which can be selected.
- **Add** – Adds the selected target language to the filter.
- **Reset** – Resets the filter.
- **Project** – Field for entering a project name or string to search for.
- **Find next** – Searches for another project name which matches the search term.
- **Match case** – Ignores or pays attention to case differences when searching for a project name.
- **Expand** – If they are grouped according to particular attributes, expands or collapses the groups of projects in the project table.
- **Cancel** – Discards any changes made in the Project browser and closes the window.
- **OK** – Saves any changes to your settings and closes the window.

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

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

   TermStar displays the **Project browser** window.

2 If it is not already shown, display the project attribute **Target languages (selected)** using the context menu (for information on showing and hiding project attributes via the context menu, refer to section “How do I add project attributes to the Project browser?” on page 38).

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

   This language will be displayed in the **Target languages (selected)** column for all projects which contain this target language.
Example: You want to determine which projects have both German and English (UK) as their target languages.

1. Select German from the Selectable target languages list and click on Add.
   In the Target languages (selected) column, TermStar now shows the entry German for all projects containing this target language.

2. Then select English (UK) from the Selectable target languages list and click on Add.
   TermStar then displays the target languages German and English in the Target languages (selected) column. Using this procedure, you can add further languages, or start a new search. To do this, you need to reset the filter by clicking Reset.

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

1. Open the Project browser by selecting Project | Administration | Open.
   TermStar displays the Project browser window.

2. Enter the name of the project you are looking for in the Project field. Alternatively you can just enter a string which is part of the project name (e.g. 'Docum' instead of 'Documentation'). If you want case differences to be taken into account for the search, select the case sensitive option.
   TermStar indicates the first project in the project table which matches the search query by highlighting the corresponding row.

3. To search for other projects matching this search query, click on Find Next.
   The next match is highlighted in the project table.
3 Working with Projects

3.1 Overview

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

■ Use a dictionary as a project dictionary
   For this option, you create a project for which you specify various settings (such as administrative data, dictionaries contained in the project and the source, target and additional languages).
   You have the following advantages when working with a project:
   – TermStar saves the settings in the project. TermStar automatically uses the relevant settings when you open the project again at a later stage.
   – The administrative data allow you to assign the project to a customer or user which makes it easier to locate and edit your project (and your dictionaries) at a later stage.
   – You can assign multiple dictionaries to a project. TermStar displays these dictionaries in one window – you can work with them as if they were one single dictionary (“virtual dictionary”). Of course, the data itself is kept separate so you can specify another combination of dictionaries for other projects.
   – Some functions (e.g. exchanging dictionaries with other users) require the dictionary to be defined as the project dictionary (see section 10 “Exchanging a dictionary or dictionary extract” on page 276).
   – Advanced users can adjust the TermStar settings in such a way that TermStar automatically opens a certain project (or the last project edited) when started.

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

Tip: Use project dictionaries
We recommend you work with project dictionaries. Settings made once allow you to work more effectively than with independent dictionaries. In addition, you can only reap the benefits of one “virtual” dictionary if you work with projects.
3.2 Creating a project

3.2.1 Overview

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

You have two options when creating a project:

- You create a completely new project
  TermStar suggests default settings which you can customise for your project (see section 3.2.2 “Creating a new project” on page 44).

- You create a project as a follow-up project
  With this option, TermStar suggests the settings of an existing project so you only have to change the settings which differentiate the old project from the new project (see section 3.2.3 “Creating a project as a follow-up project” on page 51).

Creating a new dictionary before a new project

When you create a project you can select a dictionary from the existing dictionaries. Create the dictionary before creating the project if you require a new dictionary for your project. Please refer to section 4.3.3 “Creating a new database and a new dictionary” on page 76 for more detailed information on creating a new dictionary.

Shared project with Transit

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

This means that if you want to use or edit terminology for a translation project, there is no need to create a separate project in TermStar.
3.2.2 Creating a new project

If you are creating a completely new project, TermStar suggests default settings which you can customise for your project. Please refer to section 3.2.3 “Creating a project as a follow-up project” on page 51 if you want to create a follow-up project based on an existing project.

Changing the default settings suggested by TermStar

You can change the default settings suggested by TermStar for new projects, so that they match the requirements of your projects as closely as possible. This means that less changes will be necessary when creating a new project. Please refer to section 3.2.4 “Changing the default settings for new projects” on page 52 for more detailed information about this topic.

How do I create a new project?

1. Select Project | Administration | Create.
   TermStar displays the Create new project window:

   ![Create new project window](image)

   *Fig. 3-1: Create new project window*

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

TermStar displays the **Administration** window:

![Administration window]

Enter a project name and select the scope under which it will be listed for organizational purposes. This information is used to identify the project and cannot therefore be altered later on.

If you would like to store the project under a specific customer, select an existing customer or create a new one.

If necessary, you can enter information about the project and its current status.

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

3 Specify administrative information in the **Project comment** section:

- **Name** – Enter the name of the project here.

- **Scope** – Select the scope to which the project should be assigned: Global, User or Customer.

Please refer to section 7.2 “Scopes in TermStar” on page 200 for more detailed information on scopes in TermStar.

- If you have selected Customer from the **Scope** list, select the appropriate customer from the **Customer** list.
– Click **New customer** to create a new customer. TermStar displays the **Create new customer** window:

![Create new customer window](image)

*Fig. 3-3: Create new customer window*

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

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

– You can enter a comment on your project in the **Project comment** section.

– You can enter a status description for your project in the **Project status** section.

Click **Next** to confirm your entries in the **Administration** window.
TermStar displays the **Languages** window. When you create a new project, TermStar uses the default settings for the source and target languages:

![Languages window](image)

**Fig. 3-4: Languages window**

4. Specify the source and target languages of the project (see section 3.5.3 “Languages’ project settings” on page 59 for more detailed information):

   - **Source language** – Select the language you require from the list.
   - **Current target language** – Select the language you require from the list.

   You can only select languages specified as project target languages. If necessary, the desired language must first be added to the **Project target languages** section.

   - **Project target languages** – TermStar shows all the target languages for the project in the **Project target languages** section.
– Click **Add** to add an additional target language. TermStar displays the **Add target languages** window:

![Add target language(s) window]

**Fig. 3-5: Add target language(s) window**

Select one or more languages which you want to add to the project as target languages. Confirm your choice by clicking **OK**.

TermStar displays the **Languages** window again with the target languages added. Now you can select a different current target language, if necessary:

![Languages window]

**Fig. 3-6: Languages window with target languages added and current target language changed**
3.2 Creating a project

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

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

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

TermStar displays the **Dictionaries** window:

---

**Current dictionary** – Select the dictionary you require from the list.

In so doing, you can only select a dictionary which has been specified as a project dictionary. You may first have to add the required dictionary to the **Project dictionaries** section.

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

---

Fig. 3-7: **Dictionaries** window

Specify the dictionaries for the project (see section 3.5.5 “‘Dictionaries’ project settings” on page 61 for more detailed information):

- **Current dictionary** – Select the dictionary you require from the list.

  In so doing, you can only select a dictionary which has been specified as a project dictionary. You may first have to add the required dictionary to the **Project dictionaries** section.

- **Project dictionaries** – TermStar displays all the dictionaries assigned to the project in the **Project dictionaries** section.
– Click **Add** to add an additional dictionary. TermStar displays the **Add dictionaries** window:

**Fig. 3-8: Add dictionaries window**

In the **Select dictionary** section, TermStar indicates the dictionaries you can access. In the right column, TermStar displays the name of the database in which the dictionary in question is saved (see section 2.2 “Data organisation in dictionaries and databases” on page 14).

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

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

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

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

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

TermStar does not delete the dictionary data from the database – TermStar merely no longer uses the dictionary in this project.

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

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

3.2.3 Creating a project as a follow-up project

If you create a project as a follow-up project, TermStar suggests the settings of an existing project so you only have to change the settings which differentiate the old project from the new project. Please refer to section 3.2.2 “Creating a new project” on page 44 if you want to create a new project based on the default settings.

How do I create a follow-up project?

1. Select Project | Administration | Create.
   TermStar displays the Create new project window:

   ![Create new project window]

   Fig. 3-9: Create new project window

2. To create a follow-up project, select Based on project.
3. Select the project from the list which you want to use as the basis for your new project.
   Click Next to confirm the selection.
TermStar displays the **Administration** window:

![Administration window]

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

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

To do so, proceed in the same way as when creating a new project (see section 3.2.2 “Creating a new project” from step 3 on page 45 onwards).

### 3.2.4 Changing the default settings for new projects

If you create a new project from scratch, TermStar suggests various default settings (e.g. for the source and target language; see section 3.2.2 “Creating a new project” on page 44).

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

The default settings come from the project default, stored under scope Global. To change the settings, open the project default, alter the project settings and save it again under the same name.
3.2 Creating a project

How do I change the default settings?

1. Open the project default, which is stored under the scope Global.
   - Select **Project | Administration | Open**.
     TermStar displays the **Project browser** window.
   - Select the project default from the list.
     If TermStar displays several projects of this name, select the default project which is stored under the Global scope.
   - Confirm your selection by clicking **OK**.
     TermStar closes the **Project browser** window and opens the **DEFAULT** project.

2. Check the project settings and alter them as necessary.
   - Select **Project | Administration | Settings**.
     TermStar displays the **Project settings: DEFAULT (Global)** window.
     On the tabs, TermStar displays the project settings which are suggested when a new project is created.
   - Alter these project settings as necessary so that TermStar will suggest these modified settings for future projects.
     Only alter those settings which are useful as suggestions for **all** new projects (e.g. for the source and target language).
   - Do **not** change any settings which usually differ from one project to the next (e.g. Default values).
     You will find information on the project settings in section 3.5 on page 58.
   - Click **OK** to confirm the changes.

3. Save the modified **DEFAULT** project.
   - Select **Project | Administration | Save as**.
     TermStar displays the **Save as** window.
   - Select the project default from the list.
     If TermStar displays several projects of this name, select the default project which is stored under the Global scope.
   - Click **Save** to confirm your choice.
     TermStar displays a message informing you that the project already exists.

4. Click **OK** to confirm that you want to overwrite the existing project.
   TermStar saves the default project and its settings are then immediately available to act as suggested settings for new projects.
3.3 Opening, saving and deleting a project

3.3.1 Overview

Open the relevant project to work with the project dictionaries or to change the project settings (see section 3.3.2 “Opening a project” on page 54).

If you have changed the project settings, save the project so that you will not lose the changes (see section 3.3.3 “Saving a project” on page 55).

If you do not require a project anymore, you can delete it (see section 3.3.4 “Deleting a project” on page 56).

3.3.2 Opening a project

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

How do I open a project?

1. Select Project | Administration | Open.
   TermStar displays the Project browser window containing an overview of all the available projects.

2. Select the project that you wish to open and confirm your selection by clicking OK.
   TermStar closes the Project browser window and opens the project you have selected.

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

   Decide whether TermStar should save the open project or not:
   - **Yes** – TermStar saves the open project, closes it and opens the project that you have just selected.
   - **No** – TermStar closes the open project without saving it and opens the project that you have just selected.
     This will cause all changes that you have made to the open project since the last save to be lost.
   - **Cancel** – TermStar does not close the open project and does not open the project that you have just selected.

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

Alternatively, you can open a project from the Recent projects list in the TermStar button menu, if it is listed there.
3.3 Opening, saving and deleting a project

List of recently opened projects in the TermStar button menu

TermStar displays the recently opened projects in the TermStar button menu:

Click on a project in the list to open it.

### 3.3.3 Saving a project

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

**Creating a follow-up project instead of using the Save as function**

The *Save as* function only creates a new project settings file; it does not copy the project working folder. This means that two projects are accessing the same data (project-related files).

For this reason, if you wish to create a new project based on an existing one, we strongly recommend creating a follow-up project (see section 3.2.3 “Creating a project as a follow-up project” on page 51).

**Data loss**

If you click 'Save as' and select a project from the list of existing projects or enter the name of an existing project, you will overwrite this project with the new settings.

**It is not necessary to save the project if you have only changed terminology**

The *Save project* function saves modified project settings. However, if you are editing the contents of a dictionary (i.e. the terminology), TermStar saves the modified entries to the database. You do not have to save the project if you have only edited terminology in the project dictionaries.
How do I save a project?

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

   If you have not changed the project settings, it is not necessary to save – the **Project | Administration | Save** button is then greyed out.

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

3.3.4 Deleting a project

**Data loss**

*Make sure that you really no longer require the project and the data contained within it.*

If you no longer require a project, you can delete it in TermStar. You should consider the following before deleting a project:

- Can you be certain that your customer will not request changes and/or checks?
  After deleting the project, it is *no longer* possible to edit it.

- Have you sent the project back to your project manager?
  Once you have deleted the project, it is *no longer* possible to send it.

- Can you be certain that you will not want to use the project as the basis for a follow-up project?

- Can you be certain that there are no settings stored in the **Project** scope that you might need for future projects?

You can save various settings in the **Project** scope (e.g. import scripts for the dictionary import; see section 7.2 “Scopes in TermStar” on page 200). After the project is deleted, these settings are *no longer* available.

How do I delete a project?

1. Open the project that you want to delete (see section 3.3.2).
2. Make sure that you really no longer require the project and the data contained within it.
3. Select **Project | Administration | Delete**.

   TermStar displays the following message:
   
   Are you sure you want to delete the project <project name>?

4. Decide whether you really want to delete the project:
   - **Yes** – TermStar deletes the project irrevocably.
   - **No** – TermStar cancels the deletion. The project is retained.

   When TermStar has successfully deleted the project, a message is displayed to that effect.
The project '<project name> (<scope>)' was successfully deleted.

The project has now been deleted. TermStar no longer displays it in the list of available projects.

3.4 Closing TermStar

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

How do I close TermStar?

1. Click the **TermStar button** and select **Exit TermStar**.
   TermStar closes any project you may have open.

2. TermStar displays the following message if you have changed project settings but have not saved them:
   Project settings have been changed. Save?
   Decide whether TermStar should save the modified project or not:
   - **Yes** – TermStar saves the project and closes it.
   - **No** – TermStar closes the project *without* saving it.
     This will cause all changes that you have made to the project settings since the last save to be lost.
   - **Cancel** – The project and TermStar will not close.

3. If you have changed certain settings on the ribbon bar or in the user preferences, but have not saved them (see section 9.3 “Settings” on page 256), TermStar displays the following message:
   User preferences or particular settings on the ribbon bar have been changed. Save?
   Decide whether TermStar should save the modified user preferences:
   - **Yes** – TermStar saves the user preferences, then closes.
   - **No** – TermStar closes *without* saving the user preferences.
     This will cause all changes that you have made to the user preferences since the last save to be lost.
   - **Cancel** – TermStar does not close.

The next time you start TermStar, you can easily open the last edited project (see section “List of recently opened projects in the TermStar button menu” on page 55).
3.5 Project settings

3.5.1 Overview

When creating a new project, you specify the project settings using the wizard. Apart from the administrative information (project name, scope, user and customer), these settings can be changed at a later stage.

Please refer to section 3.5.2 “Changing the project settings” on page 58 for more detailed information about changing the project settings. After changing the settings, save the project so that the changes are not lost (see section 3.3.3 “Saving a project” on page 55).

3.5.2 Changing the project settings

How do I change the project settings?

1. Open the project if you have not already done so (see section 3.3.2 “Opening a project” on page 54).
2. Select Project | Administration | Settings.
   TermStar displays the Project settings window.
3. Select the tab required and change the settings:
   - Languages tab – see section 3.5.3 “Languages’ project settings” on page 59
   - Administration tab – see section 3.5.4 “Administration’ project settings” on page 60
   - Dictionaries tab – see section 3.5.5 “Dictionaries’ project settings” on page 61
   - Default values tab – see section 3.5.6 “Default values’ project settings” on page 63
4. Confirm your changes:
   - Click Apply to confirm the changes without closing the Project settings window.
     In this way, you can make further changes on the other tabs.
   - Click OK to confirm the changes and close the Project settings window.

TermStar now uses the modified project settings. Save the project so you do not lose the changes (see section 3.3.3 “Saving a project” on page 55).
3.5.3 ‘Languages’ project settings

When creating a new project, you specify the languages for the project in the **Languages** window (see section 3.2 “Creating a project”, step 4 on page 47). You can also change the settings at a later stage (**Project | Settings** menu, **Language** tab; see section 3.5.2 “Changing the project settings” on page 58).

![Fig. 3-12: 'Languages' project settings](image)

You can specify the following:

- **Source language**
  
  The source language is the language by which TermStar sorts the entries in the dictionary. TermStar works in the source language when you search for terminology (see section 5 “Using dictionaries” on page 104).

- **Current target language**
  
  TermStar displays the entries for the current target language as the translations of the source-language entries. If you add new terminology, TermStar adds target-language entries in this language.

  You can only select languages specified as project target languages. You may first have to add the required language to the **Project target languages** section.

- **Project target languages**
  
  A TermStar dictionary can have as many languages as you require, which means you can also use multilingual dictionaries in TermStar. All languages which you want the dictionary to contain should be defined as **Project target languages**.
3.5.4 ‘Administration’ project settings

When you create a new project, use the Administration window to specify information for the project which makes managing the project easier (see section 3.2 “Creating a project”, Step 3 on page 45). You can change the project comment and the project status at a later stage (Project | Administration | Settings, Administration tab; see section 3.5.2 “Changing the project settings” on page 58). All other settings must remain unchanged as TermStar uses these to identify the project.

![Fig. 3-13: ‘Administration’ project settings](image-url)
3.5 Project settings

3.5.5 ‘Dictionaries’ project settings

When creating a new project, you specify the dictionaries for the project in the Dictionaries window (see section 3.2 “Creating a project”, step 5 on page 49). You can also change the settings at a later stage (Project | Settings menu, Dictionaries tab; see section 3.5.2 “Changing the project settings” on page 58).

You can specify the following:

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

  In so doing, you can only select a dictionary which has been specified as a project dictionary. You may first have to add the required dictionary to the Project dictionaries section.

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

  Using the Add and Remove buttons, you can add additional dictionaries to the project or remove dictionaries from the project.

![Fig. 3-14: ‘Dictionaries’ project settings](image)
How do I add additional dictionaries to a project?

1. Click **Add** on the **Dictionaries** tab.

   TermStar opens the **Add dictionaries** window.

   ![Add dictionaries window](image)

   **Fig. 3-15: Add dictionaries window**

   In the **Select dictionary** section, TermStar indicates which dictionaries you have access to. In the right column, TermStar displays the name of the database in which the dictionary in question is saved (see section 2.2 “Data organisation in dictionaries and databases” on page 14).

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

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

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

   TermStar displays the **Dictionaries** window again with the new project dictionaries added. Now you can select a different current dictionary, if necessary.
How do I remove dictionaries from a project?

1. Select one or more dictionaries, which you would like to remove from the project, in the Project dictionaries section on the Dictionaries tab.
2. Click Remove.

Under no circumstances will TermStar delete the dictionary data from the database – TermStar will merely no longer use the dictionary in this project (in the Project dictionaries section).

3.5.6 ‘Default values’ project settings

You can specify project-specific “default field values” which TermStar automatically adds to the dictionary any time you add a new data record or entry within the framework of the project. Default values make entering terminology easier and ensure correct entries are made.

Project-related default values have precedence over general default values

In addition to the project-specific default values explained here, you can also specify general default values which are not specific to any particular project: TermStar uses the general default values as soon as a user makes additions to the dictionary (see section 7.4 “Specifying default values” on page 212).

If a general and a project-related default value are specified for the same field, the project-related default value has precedence over the general value. Should this occur, TermStar ignores the general default value.
You can specify or change the project-specific default values by means of the project settings (Project | Settings menu, Set default field values tab; see section 3.5.2 “Changing the project settings” on page 58).

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

**How do I specify new project-related default values?**

1. To specify new default values, click **Add** in the Default values tab.

TermStar displays the Add fields window:

**Fig. 3-16: ‘Default values’ project settings**

**Fig. 3-17: Add fields window**
2 From the **Fields** list, select the field for which you wish to enter a default value.

3 From the **Languages** list, select the language for which the default value should apply:
   - Default value for all languages – All languages entry
   - Default value for one language – Name of the language
   - Default value for address data records – Addresses entry
   - Default value for bibliography data records – Bibliography entry
   - If you have selected a header field in the **Fields** list, TermStar automatically selects **Header** in the **Languages** list.

Confirm your choice by clicking **OK**.

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

4 Enter the default value required in the **Default value** field beneath the table.

---

### How do I change project-related default values?

1 To change a default value, select the field name from the table in the **Default values** tab.

   TermStar displays the existing value in the **Default value** field.

2 Overwrite the contents of the **Default value** field with the new value you require.

### How do I delete project-related default values?

1 To delete a project-related default value, select the field name from the table in the **Default values** tab and click **Delete**.

---

### 3.6 Opening and closing the dictionary

#### 3.6.1 Overview

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

When you open a project, TermStar automatically opens the dictionaries contained in the project (see section 3.3.2 “Opening a project” on page 54).

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

*Fig. 3-18: TermStar (project dictionaries) tab bar in the virtual dictionary*
3.6.2 Opening dictionaries

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

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

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

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

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

  We recommend you work with project dictionaries as projects make your work more effective and more functions are available this way (see section 3.1 “Overview” on page 42).

**Dictionary appears to have no entries**

Check the source and target languages if TermStar does not display any entries when it opens a dictionary even though you are sure there are entries in the dictionary: it may be the case that languages have been specified for which there are no entries in the dictionary. Change the languages either permanently in the project settings (see section 3.5.3 “Languages’ project settings” on page 59), or temporarily (see section 3.7 “Changing source and target languages temporarily” on page 69).

**How do I open the “Open dictionaries” window?**

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

   Alternatively, you can also click on the **TermStar button** and select **Open dictionaries**.
3.6 Opening and closing the dictionary

TermStar displays the **Open dictionaries** window:

![Open dictionaries window](image)

**Fig. 3-19: Open dictionaries window**

- **Project dictionaries** section – Lists all project dictionaries and the corresponding database. If a project dictionary is opened additionally in a separate tab, a symbol is displayed in front of it.

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

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

**How do I open the project dictionaries again?**

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

   TermStar displays the project dictionaries of the currently opened project as a single virtual dictionary in one tab again.
How do I open a project dictionary additionally in a separate tab?
1. In the Project dictionaries section of the Open dictionaries window, select the desired project dictionary.
2. Confirm your selection by clicking OK.
TermStar displays the individual project dictionary in a separate tab. In the tab bar, TermStar displays the names of the dictionary and the database:

![Fig. 3-20: Tab bar of the individually opened project dictionary DiciNXTIntro in database TermStar](image)

How do I open a dictionary independently of the project?
1. In the Additional dictionaries section of the Open dictionaries window, select the desired dictionary.
   The option Add as project dictionary, underneath the selection list, allows you to add the selected dictionary to the current project.
   Do not select this option if you want to open the dictionary independently of a project.
2. Confirm your selection by clicking OK.
3. Confirm your choice by clicking OK.
TermStar opens the dictionary independent of a project in a separate tab. In the tab bar, TermStar displays (Independent) in addition to the dictionary and database name:

![Fig. 3-21: Tab bar of the independent Glossary dictionary in the TermStar database](image)

3.6.3 Closing the dictionaries

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

You do not need to save the dictionaries before closing them
If you are editing the contents of a dictionary (i.e. the terminology), TermStar saves the modified entries immediately in the database. For this reason, it is not necessary to save the dictionaries before closing them.
3.7 Changing source and target languages temporarily

How do I close a dictionary?

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

TermStar closes the window with the dictionary.

Closed dictionaries remain in the project

Closing a project dictionary does not change the project settings. The closed dictionary is merely no longer displayed. You must change the project settings accordingly if you want to remove the dictionary from the project (see section 3.5.5 “Dictionaries’ project settings” on page 61).

3.7 Changing source and target languages temporarily

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

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

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

- Selecting other source or target languages
  Each language available in TermStar can be specified temporarily as the source or target language.

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

Changing languages permanently in the project settings

The source and target languages are set in the project settings. TermStar automatically uses the languages specified for the project when you open the project. You can permanently change the languages specified by changing the project settings (see section 3.5.3 “Languages’ project settings” on page 59).
How do I swap the source and target languages temporarily?

1. Select View | Display languages | Swap languages.

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

How do I temporarily select another source or target language?

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

TermStar temporarily uses the languages you have selected.
4 Creating and Managing Databases and Dictionaries

4.1 Overview

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

In section 4.2 “Dividing terminology into different dictionaries” on page 71, you will learn why it can be useful to divide your data into several dictionaries.

In section 4.3 “Creating dictionaries and databases” on page 73, you can find out how to create new dictionaries and databases.

Section 4.4 “Managing databases” on page 85 describes how to connect, copy, compact, empty and delete databases.

Section 4.5 “Managing dictionaries” on page 97 describes how to rename, compact, empty and delete dictionaries.

4.2 Dividing terminology into different dictionaries

In TermStar, you can divide terminology into separate dictionaries. Dividing terminology between dictionaries has a number of benefits over storing terminology in a single, large dictionary. In this way, you can keep separate dictionaries for different customers and thereby ensure that you only use the terminology which applies to the particular customer. In addition, you have the following benefits:

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

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

- Virtual dictionary
  You can open and browse in any number of dictionaries at the same time. TermStar can display several dictionaries in one window – you work with what we call a “virtual dictionary”. The display, sort and search functions are the same as those for a single dictionary.
■ Data exchange/printing
Separate dictionaries are better suited to data exchange or printing than a single dictionary. For example, you can quickly pass on a project dictionary or print it out in this way.

■ Merging dictionaries
Should you later want to merge the terminology from several dictionaries into one, you can do so in TermStar at any stage. During the process, user-friendly comparison tools help you avoid duplicate data records. You can find out how to merge dictionaries in the “TermStar NXT - Import/Export” manual.
4.3 Creating dictionaries and databases

4.3.1 Overview

When creating a new dictionary, you can decide whether you wish to add it to an existing database or create a new database for it (see section 2.2 “Data organisation in dictionaries and databases” on page 14).

4.3.2 Creating a dictionary in an existing database

You can create all your dictionaries in one shared database.

How do I create a dictionary in an existing database?

1. Select Dictionaries | Dictionaries/Databases | Create new dictionary/database from the resource bar.
   TermStar displays the Create new dictionary or database window:

   ![Create new dictionary or database window]

   Fig. 4-1: Create new dictionary or database window

2. Select Create a TermStar dictionary within an existing database and confirm your choice by clicking Next.
TermStar displays the **ODBC connection** window:

![ODBC connection window]

**Fig. 4-2: ODBC connection window**

3. Select the connection to the database in which you want to create the dictionary. Click **Next** to confirm the option selected.
4.3 Creating dictionaries and databases

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

![TermStar dictionary window](image)

**Fig. 4-3: TermStar dictionary window**

4. Enter the name of the new dictionary in the **New dictionary** field. Click **Finish** to confirm the information entered.

TermStar closes the window and creates the dictionary.

You can now open this new dictionary and edit it (see section 3.6 “Opening and closing the dictionary” on page 65).
4.3.3 Creating a new database and a new dictionary

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

**DSN type**

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

- **User DSN** – The database connection is saved in the registry and is only available to you.
- **System DSN** – The database connection is saved in the registry and is available to all users.
- **File DSN (global scope)** – The database connection is saved as file to the `config\global` folder and is available to all users.
- **File DSN (user scope)** – The database connection is saved as file to the `config\users\<user_name>` folder and is available only to you.

File DSN offers the following advantages:

- The file (= database connection) can easily be transferred to other computers or users.
- The file (= database connection) can be easily backed up and, if necessary, restored.
- In host-client installations, the files (= database connections) can be stored and managed centrally.

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

**Supported databases and ODBC drivers**

By default, TermStar supports Microsoft Access databases. Optionally, TermStar supports other databases such as MS SQL, which can be activated via the license number.

The necessary ODBC drivers are installed automatically with TermStar.

**Specifying defaults for new dictionaries**

After creating a new database, you can specify defaults for the dictionaries that you create in this database (see section 4.3.4 “Specifying database specific defaults for new dictionaries” on page 84).
How do I create a new database and a new dictionary?

1. Select **Dictionaries | Dictionaries/Databases | Create new dictionary/database** from the resource bar. TermStar displays the **Create new dictionary or database** window:

2. Select **Create a new database** and confirm your choice by clicking **Next**.
If more than one ODBC driver is installed (see “Supported databases and ODBC drivers” on page 76), TermStar displays the **ODBC driver selection** window:

![ODBC driver selection window](image)

**Fig. 4-5: ODBC driver selection window**

3. For standard TermStar databases, select **Access Database (Access)** and click **Next** to confirm.

Details on SQL databases are described in the instruction “How do I create a new MS SQL database?” on page 82.
4.3 Creating dictionaries and databases

4 For Microsoft Access databases, TermStar displays the Specify database file window:

5 Click Browse to specify the database file. TermStar displays the Save As window.

6 If necessary, change the folder and enter the name for the database file. The file automatically receives the file extension *.mdb.

   Click Save to confirm the name and folder for the database file.

7 Confirm the database file specified in the Specify database file window by clicking Next.
TermStar displays the **ODBC connection** window:

![Fig. 4-7: ODBC connection window](image)

In the **New ODBC connection** field, TermStar automatically displays the name of the database as the name for the new ODBC connection.

We recommend that you leave this name unchanged. In this way, you can always recognise which connection belongs to which file.

8 In the **DSN type** section, select the desired DSN type (see “DSN type” on page 76).

9 Click **Next** to confirm the settings.
4.3 Creating dictionaries and databases

TermStar displays the **TermStar dictionary** window:

![TermStar dictionary window](image)

**Fig. 4-8: TermStar dictionary window**

10 Enter the name of the new dictionary in the **New dictionary** field.

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

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

TermStar creates the new database and, if appropriate, the new dictionary, which you can then open and edit (see section 3.6 “Opening and closing the dictionary” on page 65).
How do I create a new MS SQL database?

1. Select Dictionaries | Dictionaries/Databases | Create new dictionary/database from the resource bar.
   TermStar displays the Create new dictionary or database window:

   ![Create new dictionary or database window]

   **Fig. 4-9: Create new dictionary or database window**

2. Select Create a new database and confirm your choice by clicking Next.
If more than one ODBC driver is installed (see “Supported databases and ODBC drivers” on page 76), TermStar displays the **ODBC driver selection** window:

![ODBC driver selection window](image)

**Fig. 4-10: ODBC driver selection window**

3. For SQL databases, select **Microsoft SQL Server (MS SQL)** and click **Next** to confirm.

TermStar displays the **Database server selection** window:

![Database server selection window](image)

**Fig. 4-11: Database server selection window**
4 Specify the database server on which you want to create the database:

- Select the required database server from the **Database servers** list or enter it in the **Selected database server** field.
  
  With the entry **(local)**, you select the database server on your own computer.

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

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

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

Now you can continue in the same way as when creating a Microsoft Access database (see step 8 on page 80).

### 4.3.4 Specifying database specific defaults for new dictionaries

For databases that you have created with TermStar, you can specify defaults for all dictionaries you create in this database.

The defaults are identical with the dictionary settings on the **Miscellaneous** tab. For a description of the options, see section 7.8 “Additional dictionary settings” on page 243.

**Supported for databases starting with TermStar Service Pack 9**

The database specific defaults are supported for databases created with TermStar Service Pack 9 or higher.

Databases created with Service Pack 8 or older you have to copy in TermStar Service Pack 9 (section 4.4.3 “Copying a database” on page 92).

**How do I specify defaults for the dictionaries of a database?**

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

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

2. Select the desired database connection and click **Settings**.
4.4 Managing databases

TermStar displays the following window:

![Database settings window](image)

Fig. 4-12: Database settings window

3 Specify the desired dictionary defaults and confirm them with OK. TermStar uses the selected defaults for all dictionaries that you create in this database.

4.4 Managing databases

4.4.1 Overview

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

- Connecting a database (section 4.4.2 on page 86)
- Copying a database (section 4.4.3 on page 92)
- Compacting a database (section 4.4.4 on page 94)
- Emptying a database (section 4.4.5 on page 95)
- Deleting a database link (section 4.4.6 on page 96)

Refer to the Transit/TermStar NXT Reference Guide for information on further management functions.
Further instructions in the Transit/TermStar NXT Reference Guide

Please refer to the Transit/TermStar NXT Reference Guide for further instructions:
- Transferring database connections to other computers
- Finding and deleting incorrect database links
- Compacting Microsoft Access database
- Transferring TermStar databases from Microsoft Access to an SQL server

They are intended primarily for advanced users.

4.4.2 Connecting a database

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

However, you must create the database connection if you are copying an existing data-
base to your computer from another computer.

How to connect the standard databases of TermStar is described in the instruction
“How do I connect a Microsoft Access database?” on page 87. The connection of SQL
databases is described in the instruction “How do I connect a MS SQL database?” on
page 90.

Link each database once only

Make sure that you create only one connection to each database on your computer.
4.4 Managing databases

How do I connect a Microsoft Access database?

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

   If more than one ODBC driver is installed (see “Supported databases and ODBC drivers” on page 76), TermStar displays the **ODBC driver selection** window:

![ODBC driver selection window](image)

   **Fig. 4-13: ODBC driver selection window**

2 For standard TermStar databases, select **Access Database (Access)** and click **Next** to confirm.
TermStar displays the **Specify database file** window:

![Specify database file window](image)

**Fig. 4-14: Specify database file window**

3. Click **Browse** to specify the database file.

TermStar displays the **Open** window:

![Open window](image)

**Fig. 4-15: Open window**

4. Select the desired database file and click **Save** to confirm your selection.
5 Confirm the database file specified in the **Specify database file** window by clicking **Next**.

TermStar displays the **ODBC connection** window:

Fig. 4-16: **ODBC connection** window

In the **New ODBC connection** field, TermStar automatically displays the name of the database as the name for the new ODBC connection.

We recommend that you leave this name unchanged. In this way, you can always recognise which connection belongs to which file.

6 In the **DSN type** section, select the desired DSN type (see “**DSN type**” on page 76).

7 Click **Finish** to confirm the settings.

TermStar NXT displays the following message:

Database ... successfully linked.

8 Confirm the message by clicking on **OK**.

TermStar NXT has established the database connection. You can now access the database.
How do I connect a MS SQL database?

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

   If more than one ODBC driver is installed (see “Supported databases and ODBC drivers” on page 76), TermStar displays the **ODBC driver selection** window:

   ![ODBC driver selection window](image)

   **Fig. 4-17: ODBC driver selection window**

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

   TermStar displays the **Database server selection** window:

3. Specify the database server whose database you want to connect to:
   - Select the required database server from the **Database servers** list or enter it in the **Selected database server** field.
     
     With the entry **(local)**, you select the database server on your own computer.
   - In the **User name** and **Password** fields, enter the access data for the database server selected. You may wish to ask your system administrator about this.
   - If you wish to use your Windows login user name and password, select the **Trusted connection** option. This is only possible if you select a database server installed on your computer.

   Click **Next** to confirm the information entered.
4.4 Managing databases

TermStar NXT displays the **Specify database** window:

From the **Databases** list, select the database to which you want to connect. Confirm your selection by clicking on **Next**.

Now you can continue in the same way as when connecting a Microsoft Access database (see step 6 on page 89).
4.4.3 Copying a database

Copying a database can be necessary for the following reasons:

- You want to use the dictionary settings that are available from TermStar Service Pack 9:
  - Saving multimedia files in the database
  - Logging changes to data records as revisions
  To do so, you have to transfer your dictionaries to a database that you have created using TermStar Service Pack 9.

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

Prerequisites for copying:

- An empty database as the target for the copied database.
  Create an empty database (see “How do I create a new database and a new dictionary?” on page 77).
  To do so, select the Create empty database without dictionary option (see step 10 on page 81).

- You know the passwords for the dictionaries.
  Before copying, TermStar prompts you to enter the passwords of protected dictionaries. If you do not know the passwords, you cannot copy the database.
4.4 Managing databases

How do I copy a database?

1. Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar. TermStar displays the following window:

![TermStar database expert window with database selected](image1)

**Fig. 4-20:** **TermStar database expert** window with database selected

2. Select the desired database connection and click **Copy**. For each password-protected dictionary, TermStar displays a password prompt. Enter the password and confirm it by clicking **OK**:

![Enter password window](image2)

**Fig. 4-21:** **Enter password** window


TermStar displays the following window:

![Copy database window](image)

**Fig. 4-22: Copy database window**

3 Select your empty target database.
   - **Save multimedia files in database** – Select this option if you want to migrate the multimedia files from the file system to the database.
4 Confirm with **OK**.
   TermStar starts copying.
   When copying is complete, TermStar displays this message:
   Completed successfully.
5 Close the window by clicking **OK**.
   TermStar continues to display the **TermStar database expert** window.
6 Close the window by clicking **Close**.

### 4.4.4 Compacting a database

Compacting a database achieves two things:

- All data records that have been deleted from the dictionaries are deleted irretrievably from the database. Before compacting, they are only marked for deletion within the database.
- All locked data records are unlocked. Data records may be locked when a database is unintentionally closed.

**How do I compact a database?**

1 Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.
   TermStar displays the **TermStar database expert** window with a list of the existing database connections.
2 Select the connection to the database that you want to compact. Confirm your selection by clicking **Compact**.
4.4 Managing databases

If a dictionary in the selected database is protected by a password, TermStar now shows the Enter password window with details of the dictionary concerned (Fig. 4-21).

– If known, enter the password for the protected dictionary and confirm with OK.
– If you do not know the password, close the window with Cancel.

TermStar displays the TermStar database expert window again containing a list of the existing database connections (Fig. 4-20).

Close the window by clicking Close. Without a correct password, you cannot execute the compacting process.

The prompt appears again for every further password-protected dictionary in the database that is to be compacted.

TermStar displays the Database administrator window and a confirmation prompt:
Are you sure you want to compact the database?

3 Decide whether you really want to compact the database:
– Yes – TermStar compacts the database irrevocably.
– No – TermStar cancels the process.
– Cancel – TermStar cancels the process.

When compacting is complete, TermStar displays the following message:
Compacting completed successfully.

4 Close the window by clicking OK.

TermStar continues to display the TermStar database expert window containing a list of the existing database connections (Fig. 4-20).

5 Close the window by clicking Close.

4.4.5 Emptying a database

The database content and all dictionaries will be deleted

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

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

How do I empty a database?

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

TermStar displays the TermStar database expert window with a list of the existing database connections.
2. Select the connection to the database that you want to empty. Click **Empty** to confirm the option selected.

If a dictionary in the selected database is protected by a password, TermStar now shows the **Enter password** window with details of the dictionary concerned (Fig. 4-21).

- If known, enter the password for the protected dictionary and confirm with **OK**.
- If you do not know the password, close the window with **Cancel**.

TermStar displays the **TermStar database expert** window again containing a list of the existing database connections (Fig. 4-20).

Close the window by clicking **Close**. Without a correct password, you cannot execute the emptying process.

The prompt appears again for every further password-protected dictionary that is to be emptied.

TermStar displays the **Database administrator** window and a confirmation prompt:

Are you sure you want to empty the database <Database name>? All data will be lost.

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

- **Yes** – TermStar empties the database irrevocably.
- **No** – TermStar cancels the process.
- **Cancel** – TermStar cancels the process.

When emptying is complete, TermStar displays the following message:

The database has been successfully emptied.

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

TermStar continues to display the **TermStar database expert** window containing a list of the existing database connections (Fig. 4-20).

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

### 4.4.6 Deleting a database link

**Only the connection to the database is deleted**

The delete function via the database expert only removes the link to the database. The database itself remains intact.

**How do I delete a database link?**

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

TermStar displays the **TermStar database expert** window with a list of the existing database connections.
2 Select the database connection which you want to delete. Click **Delete** to confirm the option selected.

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

TermStar displays the **Database administrator** window and a confirmation prompt:

Are you sure you want to delete the database link <name of database link>?

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

- **Yes** – TermStar irrevocably deletes the database connection.
- **No** – TermStar cancels the process.
- **Cancel** – TermStar cancels the process.

TermStar continues to display the **TermStar database expert** window containing a list of the existing database connections (Fig. 4-20).

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

### 4.5 Managing dictionaries

#### 4.5.1 Overview

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

- Renaming the dictionary (section 4.5.2 on page 98)
- Compacting a dictionary (section 4.5.3 on page 99)
- Generating dictionary statistics (section 4.5.4 on page 100)
- Emptying a dictionary (section 4.5.5 on page 101)
- Deleting a dictionary (section 4.5.6 on page 102)

Section 7 “Quality assurance” on page 199 explains the settings that you can make for your dictionaries using the database expert.

The “TermStar - Import/Export” manual provides you with information on how to import and export dictionaries.

Please refer to section 10 “Exchanging a dictionary or dictionary extract” on page 276 for information about creating dictionary extracts.
4.5.2 Renaming the dictionary

You can change the name of a dictionary at any time without losing any data. You use the database expert to do this.

**Rename dictionaries following consultation**

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

How do I rename a dictionary?

1. Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.
   
   TermStar displays the **TermStar database expert** window with a list of the existing database connections (Fig. 4-1).

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

   TermStar displays the dictionaries contained in the database:

   ![TermStar database expert window](image)

   *Fig. 4-23: TermStar database expert window with selected dictionary*

3. Select the dictionary which you wish to rename. Click **Rename** to confirm the option selected.

   If the dictionary is password protected, TermStar displays the **Enter password** window (Fig. 4-21).
4.5 Managing dictionaries

- If known, enter the password for the protected dictionary and confirm with **OK**.
- If you do not know the password, close the window with **Cancel**.

TermStar displays the **TermStar database expert** window again containing a list of the existing database connections (Fig. 4-20).

Close the window by clicking **Close**. Without a correct password, you cannot execute the renaming process.

TermStar displays the **Rename dictionary** window.

4 Enter the new name for the dictionary in the **New dictionary name** field and decide whether you really want to change the name:
- **OK** – TermStar renames the dictionary.
- **Cancel** – TermStar cancels the process.

TermStar continues to display the **TermStar database expert** window containing a list of the existing database connections (Fig. 4-20).

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

4.5.3 Compacting a dictionary

Compacting a dictionary achieves two things:
- All data records that have been deleted from the dictionaries are deleted irretrievably from the respective database. Before compacting, they are only marked for deletion within the database.
- All locked data records are unlocked. Data records are locked when the corresponding database is unintentionally closed.

**How do I compact a dictionary?**

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

TermStar displays the **TermStar database expert** window containing a list of the existing database connections (Fig. 4-1).

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

3 TermStar displays the dictionaries contained in the database (Fig. 4-23).

4 Select the dictionary which you wish to compact. Confirm your selection by clicking **Compact**.

If the dictionary is password protected, TermStar displays the **Enter password** window (Fig. 4-21).
- If known, enter the password for the protected dictionary and confirm with **OK**.
- If you do not know the password, close the window with **Cancel**.
TermStar displays the **TermStar database expert** window again containing a list of the existing database connections (Fig. 4-20).

Close the window by clicking **Close**. Without a correct password, you cannot execute the compacting process.

TermStar displays the **Database administrator** window and a confirmation prompt:

**Are you sure you want to compact the dictionary <dictionary name>**?

5 Decide whether you really want to compact the dictionary:

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

When compacting is complete, TermStar displays the following message:

**Compacting completed successfully.**

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

TermStar continues to display the **TermStar database expert** window containing a list of the existing database connections (Fig. 4-20).

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

### 4.5.4 Generating dictionary statistics

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

It will provide you with information about the following values:

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

**How do I generate statistics for a dictionary?**

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

TermStar displays the **TermStar database expert** window containing a list of the existing database connections (Fig. 4-1).

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

TermStar displays the dictionaries contained in the database (Fig. 4-23).

3 Select the dictionary for which you wish to generate statistics.

4 **Click** **Statistics**.

5 Follow the instructions from step 3 under “How do I create the statistics?” on page 246.
4.5 Managing dictionaries

4.5.5 Emptying a dictionary

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

The dictionary content and all the data it contains will be deleted.
Only empty a dictionary if you are absolutely sure that the data records it contains will no longer be needed.
If you empty a dictionary, all the data records contained within it will be deleted irrevocably. You cannot undo this action.

How do I empty a dictionary?

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

2. To make TermStar display the dictionaries in a database, click on the plus sign next to the database.
   TermStar displays the dictionaries contained in the database (Fig. 4-23).

3. Select the dictionary which you wish to empty. Click Empty to confirm the option selected.
   If the dictionary is password protected, TermStar displays the Enter password window (Fig. 4-21).
   – If known, enter the password for the protected dictionary and confirm with OK.
   – If you do not know the password, close the window with Cancel.
     TermStar displays the TermStar database expert window again containing a list of the existing database connections (Fig. 4-20).
     Close the window by clicking Close. Without a correct password, you cannot execute the emptying process.
   TermStar displays the Database administrator window and a confirmation prompt:
   Are you sure you want to empty the dictionary <dictionary name>? All data will be lost.
4 Decide whether you really want to empty the dictionary:
   – **Yes** – TermStar empties the dictionary irrevocably.
   – **No** – TermStar cancels the process.
   – **Cancel** – TermStar cancels the process.
If you select **Yes**, TermStar displays the **Database administrator** window again with a confirmation prompt:
Should TermStar delete the dictionary settings as well?

Decide whether you want to delete the dictionary settings as well:
   – **Yes** – TermStar also irrevocably deletes the dictionary settings.
   – **No** – TermStar does not delete the dictionary settings, but does irrevocably empty the dictionary.
   – **Cancel** – TermStar cancels the process.

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

5 Close the window by clicking **OK**.
TermStar continues to display the **TermStar database expert** window containing a list of the existing database connections (Fig. 4-20).

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

### 4.5.6 Deleting a dictionary

The dictionary and all the data it contains are deleted.

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

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

---

**How do I delete a dictionary?**

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

2. To make TermStar display the dictionaries in a database, click on the plus sign next to the database.
   TermStar displays the dictionaries contained in the database (Fig. 4-23).
3 Select the dictionary which you wish to delete. Click **Delete** to confirm the option selected.

TermStar displays the **Database administrator** window and a confirmation prompt:

Are you sure you want to delete the dictionary `<dictionary name>`? All data will be lost.

4 Decide whether you really want to delete the dictionary:

- **Yes** – TermStar deletes the dictionary irrevocably.
- **No** – TermStar cancels the process.
- **Cancel** – TermStar cancels the process.

If you select **Yes** and the dictionary is password protected, TermStar displays the **Enter password** window (Fig. 4-21).

- If known, enter the password for the protected dictionary and confirm with **OK**.
- If you do not know the password, close the window with **Cancel**. Without a correct password, you cannot execute the deletion process.

TermStar continues to display the **TermStar database expert** window containing a list of the existing database connections (Fig. 4-20).

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

5.1  Overview

In TermStar, you can easily navigate through your dictionary using keyboard commands or menus (see section 5.2.1 “Navigating using the keyboard or menu” on page 105).

You can go straight to a particular letter group in the dictionary using the index buttons (see section 5.2.2 “Working with index buttons” on page 106).

In addition, you can use cross-references so TermStar displays a related entry or data record (see section 5.2.3 “Working with cross-references” on page 107).

TermStar is able to carry out sophisticated search procedures. You can use them to find terms that contain your search text only in part (see section 5.4.2 “Searching with wildcards” on page 124) or terms that are similar to your search text, so that you do not need to enter the exact spelling (see section 5.4.3 “Fuzzy search” on page 126).

You can filter data records so TermStar only displays specific data records and hides all other records. This is achieved using “data record filters”. These are useful if you wish to carry out relatively complex searches or to search in fields other than the Term field (see section 5.3 on page 108).

TermStar allows you to illustrate each data record by linking graphics, video or audio files. Please refer to section 5.5 “Displaying multimedia files” on page 130 to find out how these multimedia files are presented.

If you are using TermStar as part of a Transit project, you can use Dynamic Linking to display all segments in which the terms in a data record are used. This means that you can effortlessly obtain up-to-date examples at any time in the context of the current project for terminology maintenance purposes (see section 5.6 “Display examples with Dynamic Linking” on page 131).
5.2 Navigating within a dictionary

5.2.1 Navigating using the keyboard or menu

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

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

Tab. 5-1: Navigating in the dictionary

How do I open the navigation menu?
1. Select Search | In dictionary | Navigate. TermStar displays the navigation menu.
5.2.2 Working with index buttons

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

How do I use the index buttons?

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

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

Customising, displaying and hiding index buttons

You can display and hide the index buttons in TermStar (see section 9.3.9 “Showing and hiding the index buttons” on page 267).

TermStar adapts the index buttons to the alphabet of the selected language. In addition, you can specify which index buttons TermStar should display for each separate language. This means that you can, for example, include special characters or special character groups (Æ, Ö, Sch, St) as index buttons. Please refer to the Transit/TermStar NXT Reference Guide for more information on this topic.
5.2.3 Working with cross-references

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

Cross-references have two distinguishing features:

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

Cross-references can be created in various ways but always behave in the same way when used.

Please refer to section 6.6 “Creating cross-references” on page 148 for more detailed information on creating cross-references.

How do I use a cross-reference?

1. Hover the mouse over a cross-reference.
   The mouse pointer changes to a hand:

   ![select activate](image)

   *Fig. 5-2: Mouse pointer over a cross-reference to a subentry (e.g. synonym)*

2. Click on the cross-reference.
   The cursor will jump to the linked entry.

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

5.3.1 Overview

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

TermStar takes data record filters into account not only in which records it displays, but also for a wide range of other functions:
- Printing a dictionary (chapter 8 on page 249)
- Global changes (section 6.13 on page 179)
- Statistics (section 7.9 on page 245)
- Exchanging a dictionary or dictionary extract (section 10 on page 276)

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

When creating a data record filter, specify the criteria which TermStar should use to decide whether the records in a dictionary are displayed or hidden (section 5.3.3 “Creating a new data record filter” on page 111).

You can save the data record filters (section 5.3.8 “Saving the data record filter” on page 118), so you can use them again as required.

TermStar contains a series of default data record filters which you can even use in conjunction with your own data record filters (section 5.3.2 “Default data record filters” on page 109).

Practical examples

Section 11.1 “Examples of data record filters” on page 299 shows you practical examples of how you can show or hide data records with data record filters.

The following basic rules apply to the use of data record filters:
- TermStar filters in the source language.

Existing entries in other languages (in the target language or an additional language), which meet the filter criteria, are not taken into account during filtering, meaning that the associated data records are also not displayed in the filter result. To do so, you must set the language to which you want to apply the filter as the source language (see section 3.7 “Changing source and target languages temporarily” on page 69).

If you want to take into account entries in other languages as well when filtering, you have to specify when creating an own data record filter that it should act as an entry or subentry filter (see section 5.3.4 “Creating a new entry or subentry filter” on page 114).
TermStar can also search in fields other than the Term field while filtering.

If you want to search in the fields of source language main entries or subentries, the corresponding entry types must be displayed in the index.

Please refer to section 5.3.5 “Filtering by entry types” on page 114 for more information on selecting entry types.

**Combining the entry types selection with other filter criteria**

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

### 5.3.2 Default data record filters

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

<table>
<thead>
<tr>
<th>Default data record filter</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All</strong></td>
<td>TermStar displays all the data records.</td>
</tr>
<tr>
<td><strong>Target lang. exists</strong></td>
<td>TermStar only displays the data records which have an entry in the current target language. You can use this filter to prevent TermStar from displaying entries you cannot use as no entry is available in your target language.</td>
</tr>
<tr>
<td><strong>Target lang. does not exist</strong></td>
<td>TermStar only displays the data records which do not contain an entry in the current target language. You can use this filter to check your dictionary for missing entries in a language and fill in the entries if necessary.</td>
</tr>
<tr>
<td><strong>Input verification failed</strong></td>
<td>TermStar displays all data records containing entries which do not match the input verification settings. You can use this filter to check the existing entries if you have modified or extended the input verification rules (see section 7.5 on page 216).</td>
</tr>
</tbody>
</table>

*Tab. 5-2: Default data record filters*
You can also use these default data record filters in conjunction with your own user-defined data record filters (see section 5.3.9 “Applying saved data record filters” on page 119). TermStar then only displays the data records which match the default data record filter and your data record filter.

### How do I use the default data record filters?

1. Select **View**.

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

   ![Fig. 5-3: Default data record filters in the Display selection field](image)

2. Select one of the default data record filters from the list. Table 5-2 on page 109 explains what the individual filters mean.

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

<table>
<thead>
<tr>
<th>Default data record filter</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duplicates</td>
<td>TermStar displays all duplicate entries and sub-entries in the source language. You can use this filter to check one or more dictionaries of the same database for duplicate entries and sub-entries.</td>
</tr>
</tbody>
</table>

*Tab. 5-2: Default data record filters (cont.)*
5.3 Filtering data records

5.3.3 Creating a new data record filter

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

- TermStar can take all fields into account, including the header fields.
  
  Example: You can filter out all entries edited by user Carry Onn or edited from 05/03/2014 onwards (see section 11.1.8 on page 307 or section 11.1.9 on page 308).

- TermStar can combine several criteria.
  
  Example: you can filter out all entries that belong to the project Orga_1 and contain the word folder.

- TermStar can use regular expressions.
  In this way you can create complex filters and use logical links.

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

How do I create a new data record filter?

1. Select View | Data record filter | Create.

   TermStar displays the Data record filter window:

   ![Data record filter window, Fields tab](image)

   Fig. 5-4: Data record filter window, Fields tab
2 Click Add to specify a new field which TermStar should use for filtering.

TermStar displays the Add fields window:

![Add fields window](image)

**Fig. 5-5: Add fields window**

3 From the Fields list, select the field by which TermStar should filter. Confirm your choice by clicking OK.

TermStar displays the Fields tab again with the field selected (Fig. 5-4).

4 In the Field content field, enter the field content by which you want to filter. You can also use wildcards ("*" and "?") (see section 5.4.2 “Searching with wildcards” on page 124).

Examples of how you can filter by date are given in section 5.3.6 “Filtering by date” on page 116.

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

5 Specify how TermStar should filter.

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

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

- **Regular expression** – If you select this option, TermStar will interpret the criterion as a regular expression. Please refer to the Transit/TermStar NXT Reference Guide for more information on regular expressions.

- **Display empty fields** – If you select this option, TermStar also displays empty fields, regardless of the criteria selected.

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

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

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

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

You can find more detailed information on creating an entry or subentry filter in section 5.3.4 “Creating a new entry or subentry filter” on page 114.

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

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

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

– To save the filter, select Yes.

TermStar displays the Save filter window (Fig. 5-8). Proceed as described in step 4 of section “How do I save a data record filter?” on page 118.

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

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

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

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

Proceed as described in step 4 of section “How do I apply a saved data record filter?” on page 120.

– To modify the filter settings further, select Cancel.

TermStar displays the Data record filter window again (Fig. 5-4)
Proceed as described in step 1 of this section.

Multiple fields are always linked with “AND”

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

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

If File and/or PC should appear in the Definition field, select the Definition field once and enter an appropriate regular expression as the criterion.
5.3.4 Creating a new entry or subentry filter

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

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

Additional languages in the left-hand dictionary page layout

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

In order for the fields for additional languages to be displayed in the left-hand dictionary page layout, they must be added in the layout editor. Please refer to the Transit/TermStar NXT Reference Guide for information about modifying and managing layouts.

How do I create a new entry or subentry filter?

1. Create a new data record filter as described in the section “How do I create a new data record filter?” on page 111, and pay attention to the following:
   - To make the data record filter function as an entry or subentry filter, which will search all languages available in the dictionary, select the option Only display language entries which match the criteria (all languages).
   - If you only want the entry filter to be applied to main entries, but not subentries, select the additional option Do not apply filter to subentries.
   - The options in the Language entries and subentries section on the Fields tab are only available if you add a field for a language entry or subentries in step 2.

2. Save the entry or subentry filter as described in the section “How do I save a data record filter?” on page 118.

5.3.5 Filtering by entry types

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

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

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

You can also combine other filter criteria with the “filter by entry types” criteria. TermStar then only displays entries of the selected types that also meet the other filter criteria. In this way, you can filter a list of abbreviations by the date the abbreviations were last edited, for instance.

**How do I select the entry types?**

1. Select **View | Data record filter | Create**. TermStar displays the **Data record filter** window.
2. Select the **Entry types** tab:

![Data record filter window, Entry types tab](image)

3. Specify the entry types that TermStar should display in the index:
   - Select the entry types that TermStar should display in the index.
   - Uncheck the entry types that TermStar should not display in the index.
   - Click **Select all** or **Deselect all** to select or deselect all entry types.
4. To apply the filter, proceed with step 6 in the instructions “How do I create a new data record filter?” on page 111.
5.3.6 Filtering by date

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

Date and time in the format of the selected regional settings

Enter the date, and if required the time, in the format defined in the Windows system settings:

- **Windows Vista:** Start | Settings | Control Panel | Regional and Language Options, Formats tab
- **Windows 7:** Start | Settings | Control Panel | Time, Clock, Language and Region | Region and Language, Formats tab
- **Windows 8:** Start | Settings | Control Panel | Time, Clock, Language and Region | Region, Formats tab

Example for the United Kingdom: *dd/MM/yyyy HH:mm* (two-digit day, two-digit month, four-digit year, two-digit hour – 00 to 24 –, two-digit minute)

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

Example:
You want to display all entries changed since 29 May 2010. Enter: *29/05/2010*. In this way, TermStar displays all the data records which were changed since 29/05/2010.

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

Example:
You want to display all entries changed up to 29 May 2010. Enter: *30/05/2010 11:18*. In this way, TermStar displays all the data records which have not been changed since 30/05/2010 at 11:18 am – i.e. it displays all the data records changed up until 30/05/2010 at 11:17 am.
5.3 Filtering data records

- **Date range**

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

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

  Example:
  You want to display all entries changed from 1 June 2009 to 29 May 2010.
  Enter: 01/06/2009.

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

    As field content to be filtered, enter the date, and if required the time, before which TermStar should display all new or modified entries.

    Example: In our example, you would enter: 30/05/2010.

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

    TermStar displays all the entries which meet both criteria. In other words, it displays the entries which have been changed since 01/06/2009 and which have not been changed since 30/05/2010 – i.e. the data records which were changed between 01/07/2009 and 29/05/2010 are displayed.

5.3.7 Filtering data records by number of entries

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

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

1. Select **View | Data record filter | Create**.
   TermStar displays the Data record filter window.

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

   ![Data record filter window, Number of entries tab](image)
3 In the **Source language entries/subentries** section, select your settings concerning the number of main entries or subentries:

- **Ignore** – The number of source-language entries is irrelevant for this entry type.
- **None** – No source-language entry exists for this entry type.
- **Not 1** – No or more than one source-language entry exists for this entry type.
- **1 or more... 24 or more** – At least the selected number of source-language entries exist for this entry type.
- Click **Ignore all** to set all selections to **Ignore**.

**Settings are linked with “OR”**

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

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

- **Per main entry** – The subentries are counted per main entry.
- **Per data record** – The subentries are counted per data record.

TermStar closes the window and adjusts the dictionary display.

To apply the filter, proceed with step 6 in the instructions “How do I create a new data record filter?” on page 111.

### 5.3.8 Saving the data record filter

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

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

**How do I save a data record filter?**

1 Select View | **Data record filter** | **Create**. TermStar displays the **Data record filter** window (Fig. 5-4).
2 Make your settings for the filter.
3 Click **Save** to save the data record filter.
5.3 Filtering data records

TermStar displays the **Save filter** window:

![Save filter window](image)

**Fig. 5-8: Save filter window**

4 Enter a name for the new data record filter in the **File name** field.

5 In the **Scope** list, select the scope for which the data record filter should be available:
   - Global
   - User (relates to a particular user)
   - Customer (relates to a particular customer).

Please refer to section 7.2 “Scopes in TermStar” on page 200 for more detailed information on scopes in TermStar.

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

### 5.3.9 Applying saved data record filters

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

You can also apply your data record filters in conjunction with the default data record filters (see section 5.3.2 “Default data record filters” on page 109). TermStar then only displays the data records which match the default data record filter and your user-defined data record filter.
How do I apply a saved data record filter?

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

Fig. 5-9: Personal data record filters in the Data record filters selection field

2. Select the desired data record filter.
   TermStar displays your selection in the selection field.

3. Apply the data record filter by clicking the On/Off button underneath the selection field.
   The On/Off button turns orange.
   TermStar applies the filter and only displays the data records which meet the filter criteria.

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

How do I apply an entry or subentry filter?

1. Apply a data record filter which is functioning as an entry or subentry filter, as described in the section “How do I apply a saved data record filter?” on page 120.

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

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

2. Enter the hash symbol (#) as your search term and start the search (see the section “How do I search for a term or the beginning of a term?” on page 123).
   TermStar displays all the entries in all languages (ordered by data record number).
   Subentries which match the filter criteria are only displayed if the associated main entry also fulfils the filter criteria.
How do I deactivate a data record filter?

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

2. There are two ways to deactivate the filter:
   - Select the --- entry from the Data record filters selection list.
   - Select On/Off.
   Transit displays a message if you have not yet saved the data record filter. Decide whether you want to save the data record filter.
     - To save the filter, select Yes.
       TermStar displays the Data record filter window. Proceed as explained in section 5.3.8 “Saving the data record filter” on page 118.
     - To discard the filter, select No.
       The data record filter is deactivated.

5.3.10 Editing existing data record filters

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

How do I edit an existing data record filter?

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

1. Open the View tab.
   TermStar displays the data record filter that was last selected in the Data record filters selection field in the Data record filter ribbon-bar group.
   Select the data record filter which you wish to modify and click on Modify.
   OR
   Select View | Data record filter | Modify.
   Open the Filter administration tab and select the data record filter you wish to modify.
   Click Open.
   TermStar then displays the Fields tab in the Data record filter window, containing the filter criteria for the data record filter to be modified (Fig. 5-4).

2. Edit the open data record filter (see section 5.3.3 “Creating a new data record filter” on page 111).

3. Click Save to save the data record filter.
   TermStar displays the Save filter window (Fig. 5-8).
Using dictionaries

4 The name of the filter that is to be modified is already selected. Click **Save**. TermStar displays the following message:

This object already exists. Overwrite?

5 Click **OK** to confirm the message. TermStar displays the **Data record filter** window (Fig. 5-4). Click **Apply filter** to use the saved filter or **Cancel** to close the window.

### 5.3.11 Deleting a data record filter

**How do I delete a data record filter?**

1 Open the **View** tab.

TermStar displays the data record filter that was last selected in the **Data record filters** selection field in the **Data record filter** ribbon-bar group. Clicking in this field opens the list of your saved data record filters (Fig. 5-9).

2 Select the data record filter you wish to delete.

TermStar displays your selection in the selection field.

3 Select **Delete**.

TermStar displays the following message:

The filter will be deleted. Continue?

4 Decide whether the selected filter should be permanently deleted.

- Select **No** to cancel the process.
- To permanently delete the filter, select **Yes**.

The data record filter is deleted.

### 5.4 Searching for a term

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

- TermStar searches for terms in the source language.

Terms in other languages will therefore not be returned by the search. To have these terms come up, you must set the language in which you want to search as the source language (see section 3.7 “Changing source and target languages temporarily” on page 69).

If you want to display all the data records in the dictionary, regardless of which source language is selected, you can search by data record number (see section 5.4.4 “Displaying all data records (by searching by data record number)” on page 127).
5.4 Searching for a term

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

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

As default all entry types are displayed in the index.

If you want to restrict the display of entry types and therefore your search, you can achieve that by means of a data record filter (see section 5.3.5 “Filtering by entry types” on page 114).

Complex searches using data record filters

You can work with data record filters if you want to carry out more complex searches or search in fields other than the Term field (see section 5.3 “Filtering data records” on page 108).

5.4.1 Searching for a term or the beginning of a term

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

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

1 Select Search | In dictionary | Find.

TermStar displays the Search terms window:

Fig. 5-10: Search for field terms window
2 Enter the desired term or beginning of a term in the Search for field. TermStar does not take the case into account.

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

3 Start the search by clicking Search.

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

– TermStar finds the term.
  The cursor jumps to this entry. Alphabetically descending terms are shown below.

– TermStar displays a term that starts with the search text and the terms that follow it alphabetically.
  
  Example:
  If you have entered Fil as the search text, the cursor jumps to the term File.

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

**Search quick start**

You can also easily open the Search terms window without using the Search | In dictionary | Find menu. Press CTRL+F or simply start typing your search text without previously opening any menu or window. TermStar then opens the Search terms window automatically (see Fig. 5-10 on page 123).

---

**5.4.2 Searching with wildcards**

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

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

The wildcard symbols you can use are:

- * for any number of characters
- ? for one character exactly
Table 5-3 provides you with some examples of searches using wildcards.

<table>
<thead>
<tr>
<th>Search text</th>
<th>Explanation</th>
<th>Words found</th>
</tr>
</thead>
<tbody>
<tr>
<td>file*</td>
<td>The term should start with “file”.</td>
<td>file, filename</td>
</tr>
<tr>
<td>*file</td>
<td>The term should end with “file”.</td>
<td>file, batch file</td>
</tr>
<tr>
<td><em>fil</em></td>
<td>The term should contain “fil”.</td>
<td>file, filing system, batch file, files, filter, filtering</td>
</tr>
<tr>
<td>fil*s</td>
<td>The term should start with “fil” and end with “s”.</td>
<td>filing systems, Filters</td>
</tr>
<tr>
<td>fil?s</td>
<td>As above, but the wildcard represents exactly one character.</td>
<td>files</td>
</tr>
</tbody>
</table>

Tab. 5-3: Examples of searches using wildcards

How do I search with wildcards?

1. Select **Search** | **In dictionary** | **Find**.
   TermStar displays the **Search terms** window.

2. Enter the text you are searching for and any wildcards.
   TermStar does not take the case into account.

3. Start the search by clicking **Search**.
   TermStar will now search for the term. The following results are possible:
   - TermStar displays one or more matching entries.
   - TermStar displays an empty dictionary.
     If this is the case, TermStar has not found a matching entry and hides all dictionary entries.

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

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

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

Table 5-4 provides you with some examples of fuzzy searches. In the final two cases, the minimum quality is also specified in the search text.

<table>
<thead>
<tr>
<th>Search text</th>
<th>Words found</th>
<th>Words not found</th>
</tr>
</thead>
<tbody>
<tr>
<td>%file</td>
<td>file, files, lock file,</td>
<td>fish</td>
</tr>
<tr>
<td></td>
<td>filing, fill, filter</td>
<td></td>
</tr>
<tr>
<td>%filter</td>
<td>filter, file, filtering</td>
<td></td>
</tr>
<tr>
<td>%fill</td>
<td>fill, filling, file, filing</td>
<td>filter, filament</td>
</tr>
<tr>
<td>%70%suspension</td>
<td>suspension</td>
<td></td>
</tr>
<tr>
<td>%95%suspension</td>
<td>suspension</td>
<td></td>
</tr>
</tbody>
</table>

Tab. 5-4: Examples of fuzzy searches

How do I start a fuzzy search?

1. Select **Search | In dictionary**
2. In the **Min. quality** list, select a percentage between 50 and 100 to determine the “fuzzy quality”, i.e. the required minimum level of similarity between your search text and the matches.
   Alternatively, you can enter the percentage between percentage signs before your search text, as shown in last two examples in table 5-4. In the latter case, you can start your search with the following step.
3. Select **Search | In dictionary | Find**.
   TermStar displays the **Search terms** window.
4 Enter your search text with a preceding percentage sign. If you required a percentage for the degree of similarity that is different to the one currently specified in the Min. quality list, you can enter it after the percentage sign, followed by another percentage sign. Compare the examples in table 5-4. TermStar does not take the case into account.

5 Start the search by clicking Search. TermStar will now search for the term. The following results are possible:
   – TermStar displays one or more matching entries.
   – TermStar displays an empty dictionary.
      If this is the case, TermStar has not found a matching entry and hides all dictionary entries.

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

5.4.4 Displaying all data records (by searching by data record number)

If your dictionary contains data records with entries in more than two languages, but not all languages are present in every data record, depending on which language is chosen as the source language, it is possible that not all data records will be shown. Data records which do not contain any terms in the selected source language will not be shown.

In order to display all data records, regardless of the currently selected source language, you can search by data record number.

How do I display all data records or search by data record number?

1 Select Search | In dictionary | Find. TermStar displays the Search terms window.

2 Enter the desired data record number with a hash symbol (#) in front of it.
   Examples:
   – If you enter #1, TermStar displays all data records from data record number 1.
   – If you enter #100, TermStar displays all data records from data record number 100.

   TermStar displays all data records from the desired data record number, in ascending order, sorted by data record number, i.e. in the order in which they were created – regardless you whether or not a term exists in the currently selected source language.

   If these are no terms in the currently selected source language, the first language entry in another language is used to display the data record.
Using dictionaries

If two or more dictionaries are added to the project and the same data record numbers occur in both dictionaries, the relevant data record is displayed once for each dictionary.

Displaying additional languages on the left-hand dictionary page

For data records which have entries neither in the select source or target language, an empty mark appears on the left-hand dictionary page, even if there is an entry for another language (additional language). To enable entries to be displayed in additional languages, the layout for the left-hand dictionary page must have at least the Term field for additional languages added to it. If this is not the case, you can make this change in the layout editor. Please refer to the Transit/TermStar NXT Reference Guide for information about modifying and managing layouts.

5.4.5 Searching for terminology and translations using Web search

Web search allows you to access the internet directly from within TermStar, in order to search for translations and terminology.

Fig. 5-11: Web search window
The icons in the titlebar allow you to execute the following functions:

<table>
<thead>
<tr>
<th>Function</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change text size</td>
<td>Changes the text size in the results window</td>
</tr>
<tr>
<td>Check all</td>
<td>Checks all services in the Search in list</td>
</tr>
<tr>
<td>Uncheck all</td>
<td>Unchecks all services in the Search in list</td>
</tr>
<tr>
<td>Source language</td>
<td>Perform the web search in the source language of the currently open project</td>
</tr>
<tr>
<td>Target language</td>
<td>Perform the web search in the target language of the currently open project</td>
</tr>
</tbody>
</table>

Tab. 5-5: Web search functions

**How do I use the “Web search” tool?**

1. Open the **Web search** window (for detailed information on displaying and hiding tools, see section “How do I display a floating window?” on page 32).

   Alternatively, it is also possible to open this window via **Windows | Open | Web search**.

   TermStar displays the **Web search** window.

2. To search for a term or a translation on the internet, proceed as follows:
   
   – Select the services which you want to search from the **Search in** list.
     
     Select a service by checking the box on the left of the service name. Alternatively, you can also select all services by clicking on the **Check all** option in the icon bar.

   – Select **Source language** from the icon bar if you want to search for the search term in the source language of the project which is currently open. Select **Target language** from the icon bar if you want to search for the search term in the target language of the project which is currently open.

   – Enter a search term into the field and press the Enter key or click on **Search**.

     If one of the services finds the search term, a green light appears to the left of the corresponding list entry, and the word **Go** appears to the right (next to the globe icon). If a red light appears instead, then the search query returned no results for this service.

   – You can display the search results for a particular service by clicking the **Go** button.

     TermStar displays the search results for the respective service in the right-hand portion of the **Web search** window.
Opening the website of the search engine without a search
You can call up the website of the search service also without carrying out a search. To do so, click on the globe icon in the corresponding list entry.

No matching search engine for the selected search language
Depending on which search language is selected, it is possible that the available search engines will not support this language. If no search engine is found for a language, TermStar displays the following message:

No matching search engine found for the selected language!

Deactivating script debugging
If you choose a search result to display, an error message may appear in the Web search window, alluding to a script error in the displayed page. To prevent these error messages from being displayed, script debugging must be deactivated in Internet Explorer. To do so, select the option Disable script debugging under Start | Settings | Control Panel | Internet Options | Advanced.

5.5 Displaying multimedia files
You can illustrate each data record by linking graphics, audio or video files to it (see section 6.7 “Adding and deleting multimedia files” on page 152).

TermStar handles these files differently depending on the current layout:

■ If the current layout displays the Multimedia field, TermStar presents the multimedia files directly in the dictionary. This may be disruptive if the graphics are very large, for example.
■ If the currently layout does not display the Multimedia field, TermStar does not display the multimedia files automatically. Instead, you can display them in a separate window.

How do I display multimedia files if the layout does not display them?
1 Select a data record that is linked to multimedia data.
2 Select Processing | Language entry | Multimedia | Show.

TermStar opens the Multimedia viewer and presents the multimedia data (Fig. 5-12).
You also have the option to display the Multimedia viewer window as a floating window using the TermStar toolbar, and to integrate it with the user interface by docking it (see instructions “How do I display a floating window?” and “How do I change the display mode for a floating window?” on page 32 in section 2.6.6 “The TermStar toolbar”).

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

5.6 Display examples with Dynamic Linking

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

You can use Dynamic Linking also if only a source language term exists.

In contrast to the static recording of examples in a dictionary, Dynamic Linking displays examples in context and from your current project. Furthermore, Dynamic Linking does not require any terminology maintenance effort, because examples are created dynamically when Dynamic Linking is selected.
How do I start Dynamic Linking from the dictionary?

1. In TermStar, open the context menu for the data record for which you want to start Dynamic Linking.

   TermStar displays the term or term pair in the **Dynamic Linking** submenu:

   Fig. 5-13: Starting Dynamic Linking from the dictionary

2. From the submenu, select the term or pair of terms for which you wish to call up Dynamic Linking.

   TermStar displays the **Dynamic Linking** window with the result. Please refer to the Transit NXT User’s Guide for more detailed information.
6 Editing dictionaries

6.1 Overview

In addition to searching for terminology in your dictionary, you can also edit terminology – for example, you can change or delete existing language entries or add new ones. All the options for editing can be found in the following sections:

- Creating a data record or adding a language entry (section 6.2 on page 134).
- Adding a subentry (section 6.2.3 on page 138).
- Editing an existing data record or language entry (section 6.3 on page 142).
- Creating cross-references (section 6.6 on page 148).
- Adding and deleting multimedia files (section 6.7 on page 152).
- Copying and moving a data record or a language entry (section 6.8 on page 155).
- Copying and moving terminology by drag & drop (section 6.9 on page 170).
- Deleting a data record or language entry (section 6.10 on page 175).
- Formatting the text in the field contents (e.g. bold or italics; section 6.11 on page 177).
- Inserting unicode characters (section 6.12 on page 178).
- Global changes (simultaneously editing multiple data records or language entries; section 6.13 on page 179).
- Quality assurance while editing (section 6.14 on page 191).
- Selecting the keyboard layout (section 6.15 on page 195).

Password protection

The project manager can specify passwords for certain functions. In such cases, you can only use the function in question if you are given the necessary password. Please refer to section 6.16 “Enter password” on page 197 for information on removing the password protection with the password.
6.2 Creating a data record or adding a language entry

There are two ways to add a language entry to a dictionary:

- Create a new data record containing the language entry and its translations in further language entries
  This would mean creating a new semantic unit.
- Add a new language entry to an existing data record
  With this method, you would add a new linguistic equivalent to an existing semantic unit. This new language entry must have the same semantic meaning as the other language entries in this data record.

Please refer to section 2.3 “Terminology data structure” on page 16 for more detailed information.

TermStar switches automatically to the edit mode if you are adding a new language entry. Enter the values in this mode.

You can use the views and layouts to control which fields are displayed in the edit mode and into which fields you can enter information. The edit mode can have exactly the same appearance as the view mode or have its own layout in which TermStar displays the fields differently (e.g. with prefixed field names) or displays other fields (see section 9.4 “Customising the dictionary window” on page 270).

6.2.1 Creating a new data record

If you wish to record a new semantic unit in the dictionary, you should create a new data record.

Working with the context menu and keyboard

This User’s Guide describes all actions using the ribbon bar. Alternatively, you can use the context menu (via the right mouse button) in many instances to work on your dictionaries. In this menu, TermStar will show you which actions are currently possible; the context menu also displays the available keyboard shortcuts for triggering each individual action, as a further method of accessing these commands.

Rapid entry

You can use the rapid entry function to add data records and language entries quickly. Please refer to section 6.2.4 “Using the rapid entry function” on page 140 for more detailed information.
6.2 Creating a data record or adding a language entry

How do I create a new data record?

1. Select **Processing | Data record | Create**.

   On the left page of the dictionary, TermStar opens an empty new data record with a language entry in both the source and target language.

   In addition, TermStar switches to the edit mode so that you can edit the field contents. The fields displayed and the fields in which you can enter information depend on the settings in the current dictionary layout (see section 9.4 “Customising the dictionary window” on page 270).

   The cursor is positioned in the first editable field:

   ![Fig. 6-1: Entering a new data record](image)

Creating new data record on right page of the dictionary

To create a new data record on the right page of the dictionary, select **New (Right page)** in the context menu of the dictionary or keep the CTRL key pressed when selecting **Processing | Data record | Create**.

2. Enter the data for the new data record and its language entries in the fields.

   You must fill out at least the **Term** field.

   You can move the cursor between the fields using the mouse or the keyboard:
   - **TAB** moves the cursor to the next field.
   - **SHIFT+TAB** moves the cursor to the previous field.
3 Once you have entered the data record, you have the following options:

- To save the new data record and then immediately create another new data record, select Processing | Data record | Create next.
  TermStar saves and closes the newly created data record, remains in edit mode and opens a new empty data record with one source-language and one target-language entry.
  Continue with step 2.

- To save the last data record you have created and exit edit mode, select Processing | Data record | Save.
  TermStar saves and closes the data record that you have just created and exits edit mode.

- To discard the last data record you have created and exit edit mode, select Processing | Data record | Quit.
  If you have entered data in the fields, TermStar displays the following message:
  Save new data record?
  Select No.
  If you have not entered data in the fields, TermStar displays the following message:
  The new data record does not contain any entries. Delete this empty data record?
  Select Yes.
  TermStar does not save the new data record and exits edit mode.

TermStar arranges the data records that you have saved alphabetically by the source language term and displays them.

### Avoiding empty “Term” fields

Make sure that you fill in at least one Term field. Otherwise, you will be notified that you have not when you exit the data record. Decide whether you want to save, delete or discard the language entry (or the entire data record).

### 6.2.2 Adding a language entry to an existing data record

Add a new language entry to the data record if you wish to add a new translation for an existing semantic unit.

You can add as many entries as you like in any language to each data record.

**How do I add a new language entry to a data record?**

1. Select the data record to which you wish to add the new language entry.
2. Switch to edit mode: Double-click on the data record.
The fields displayed and the fields in which you can enter information depend on the settings in the current dictionary layout (see section 9.4.4 “Modifying and managing dictionary views” on page 272).

3 Select the language for the new language entry from the Processing | Language entry | Languages list.

4 Now add the language entry: Select the Language entry | Add (Add entry in selected language) button to the right of the Languages list.

TermStar now creates the new language entry. The cursor is positioned in the first editable field of the language entry.

5 Fill in the fields for the new language entry.

You must fill in at least the Term field of the language entry.

You can move the cursor between the fields using the mouse or the keyboard:
- TAB moves the cursor to the next field.
- SHIFT+TAB moves the cursor to the previous field.

6 In order to complete the process, exit edit mode and decide whether TermStar should save the new language entry:
- To discard the new language entry, select Processing | Data record | Quit.
  TermStar displays the following message:
  Save changes to this data record?
  Select No.
  TermStar discards the new language entry and exits edit mode.
- To save the new language entry, select Processing | Data record | Save.
  TermStar saves and closes the modified data record and exits edit mode.

TermStar displays a new language entry according to its language:
- Source language – sorted alphabetically as a separate dictionary entry.
- Current target language – as a translation of the previously selected language entry.
- Other language – depends on the current dictionary layout - displayed as a translation or not displayed if the layout is not set to display additional languages.

Avoiding empty “Term” fields

Make sure that you fill in the Term field. Otherwise, you will be notified that you have not when you exit the data record. Decide whether you want to save, delete or discard the language entry (or the entire data record).
Quality assurance while editing
To ensure quality, input verification rules or a values list might have been defined:

- If an entry does not correspond to the input verification rules, TermStar displays the **Input verification failed** message (see section 6.14.1).
- If a values list has been defined, TermStar displays the **Values list** symbol at the end of the field content (Fig. 6-5). You can use the values list to select predefined values (see section 6.14.2).

Fig. 6-2: Symbol indicating a values list

You will find more information on how to work with input verifications and values lists in the sections mentioned for these topics. Please refer to section 7 “Quality assurance” on page 199 for information about creating input verification rules and values lists, as well as further information about quality assurance.

6.2.3 Adding a subentry

If you wish to record synonyms, abbreviations or alternatives for a language entry which TermStar should also sort in the dictionary, you add subentries. TermStar adds these subentries to the language entry. They have their own indexed **Term** field (see Fig. 2-2 on page 17 also).

You can add the following types of subentry:

- Abbreviation
- Alternative
- Irregular form
- Synonym
- Disallowed term
- User index 1 - User index 5

TermStar alphabetically sorts the terms of the subentries in the dictionary like normal language entries. TermStar displays them under the relevant letter group. You can search for subentries using the search function in exactly the same way as normal language entries.

TermStar displays the subentries with an automatic cross-reference to the main entry to which they belong.

The fields must be present in the dictionary layout

For the edit mode, select a dictionary layout which displays the subentry fields (see section 9.4.4 “Modifying and managing dictionary views” on page 272). If these fields are not included in the current layout, the menu items you can use to add subentries are deactivated in the context menu (e.g. **New Alternative**, etc.).
Display subentry types in the index

Please note that the types of the subentries must be selected for display in the index for TermStar to display their terms on the left-hand side of the dictionary. Check whether the entry types required are selected (see section 5.3.5 “Filtering by entry types” on page 114).

How do I add a subentry?

1. Switch to edit mode: Double-click on the data record.
2. Select the language entry to which you wish to add a subentry. To do so, position the mouse pointer at any point inside the desired language entry.
3. Select one of the following menu items from the Processing | Language entry | Subentry types list.
   - Abbreviation
   - Alternative
   - Irregular form
   - Synonym
   - Disallowed term
   - User index 1
   ...
   - User index 5
4. Now add the subentry: Select the Language entry | Add (Add selected subentry) button to the right of the Subentry types list.
   TermStar inserts the selected subentry and its fields. The cursor jumps to the Term field of the new subentry.
5. Fill in at least the Term field and any other fields in the subentry. You can move the cursor between the fields using the mouse or the keyboard:
   - TAB moves the cursor to the next field.
   - SHIFT+TAB moves the cursor to the previous field.
6. In order to complete the process, exit edit mode and decide whether TermStar should save the new subentry:
   - To discard the new subentry, select Processing | Data record | Quit.
     TermStar displays the following message:
     Save changes to this data record?
     Select No.
     TermStar deletes the new subentry and exits edit mode.
   - To save the new subentry, select Processing | Data record | Save.
     TermStar saves and closes the modified data record and exits edit mode.
TermStar displays the subentry term as a separate language entry in the dictionary with a cross-reference to the term for the language entry to which it belongs.

6.2.4 Using the rapid entry function

The rapid entry function opens a window in which you can quickly create or add to data records and language entries.

Rapid entry is especially useful if you want to enter several data records or language entries one after the other as the Rapid entry window can remain open.

The Rapid Entry window contains only a minimal number of fields:

- Selected dictionary
- Source-language term
- Target-language term
- Other fields may be listed for which input verifications have been specified.

New data record or new language entry?

If a term already exists in the dictionary, you can decide whether you want to add a new data record or a new language entry:

The rapid entry function only checks the dictionary to which you are adding the new language entry, i.e. the dictionary that you selected in the Rapid entry window. Language entries which exist in other dictionaries are not taken into consideration.

- New data record
  
  By adding a new data record you are creating a new semantic unit.
  
  Example: The dictionary contains the terms Bank (German) and bank (English) in the sense of “financial institution”. Using the rapid entry function, you want to add the term Bank/bench meaning “type of seat”.
  
  In that case, you add a new data record because you are creating a new semantic unit.

- New language entry
  
  By adding a new language entry you are creating a new translation of an existing semantic unit.
  
  Example: The dictionary contains the terms Bank (German) and bank (English) in the sense of “financial institution”. Using the Rapid Entry function, you want to add the terms Bank (German) and banque (French).
  
  In that case, you add a new language entry because you are creating a new translation of an existing semantic unit with the meaning “financial institution”.

Please refer to section 2.3 on page 16 for more detailed information on terminology data structure.
6.2 Creating a data record or adding a language entry

How do I add terminology using rapid entry?

1. Select Processing | Data record | Rapid entry.

The following window is displayed:

![Rapid entry window](image)

2. If applicable, select the dictionary into which the terminology is to be entered.

3. Enter the source and target language term.

If input verification rules have been defined in the selected dictionary for particular fields, the Rapid entry window will have additional fields which you have to fill in. Enter the required information in those fields where applicable.

Confirm your entry with **OK**.

The Rapid Entry function checks whether the dictionary already contains the terminology you are adding.

- If both terms (source and target language) already exist, the Rapid Entry function displays the following message:
  The data record "<term>" already exists.

  Confirm the message by clicking **OK**. The Rapid Entry function does not add a new, identical data record.

- If one of the terms already exists, the Rapid Entry function displays the following window:

![The language entry application already exists](image)

You must then decide whether you want to add a new data record or a new language entry (see the note “New data record or new language entry?” on page 140):

To add a new semantic unit, click **New data record**.

To add a new language entry, (i.e. a new translation of an existing semantic unit), click **Insert**.
To return to the Rapid entry window without adding the terminology to the dictionary, click Cancel.

The Rapid Entry function adds the new terminology to the dictionary. You can add more new terminology in the Rapid entry window or click Close to close it.

6.3 Editing an existing data record or a language entry

You can modify or add to the data in existing data records and language entries at any time. Switch to edit mode to do this. In this mode, select the fields you wish to change and overwrite the existing values or enter new values.

You can use the views and layouts to control which fields are displayed and into which fields you can enter information. The edit mode can have exactly the same appearance as the view mode or have its own layout in which TermStar displays the fields differently (e.g. with prefixed field names) or displays other fields (see section 9.4 “Customising the dictionary window” on page 270).

Editing multiple data records using global changes

You can use the Global changes function to easily edit multiple data records and language entries without having to modify each data record separately. This means that your data will be more consistent than if you were to manually change each individual language entry (see section 6.13 “Global changes” on page 179).

How do I edit existing data records and language entries?

1. Switch to edit mode: Select **Processing | Data record | Modify**, press the ENTER button or double-click on the data record.

   The fields displayed and the fields in which you can enter information depend on the settings in the current dictionary layout (see section 9.4.4 “Modifying and managing dictionary views” on page 272).

**Editing a data record on right page of the dictionary**

To edit a selected data record on the right page of the dictionary, select **Edit (Right page)** in the context menu of the dictionary or double-click the right page of the dictionary.
6.3 Editing an existing data record or a language entry

2 Enter the new values by overwriting the existing values.
   You can move the cursor between the fields using the mouse or the keyboard:
   - TAB moves the cursor to the next field.
   - SHIFT+TAB moves the cursor to the previous field.

3 To save the changes and then immediately modify the subsequent data record in the dictionary, select **Processing | Data record | Modify next**.
   TermStar saves and closes the data record that you have modified, remains in edit mode and opens the subsequent data record in the dictionary.
   Continue with step 2.

4 In order to complete the process, exit edit mode and decide whether TermStar should save the changes to the last data record that you have modified:

5 Select **Processing | Data record | Quit**.
   TermStar displays the following message:
   Save changes to this data record?
   - Select Yes to save the changes.
   - Select No to discard the changes.
   TermStar closes the data record and exits edit mode.

Quality assurance while editing

To ensure quality, input verification rules or a values list might have been defined:

- If an entry does not correspond to the input verification rules, TermStar displays the **Input verification failed** message (see section 6.14.1).

- If a values list has been defined, TermStar displays the **Values list** symbol at the end of the field content (Fig. 6-5). You can use the values list to select predefined values (see section 6.14.2).

![Fig. 6-5: Symbol indicating a values list](image)

You will find more information on how to work with input verifications and values lists in the sections mentioned for these topics. Please refer to section 7 “Quality assurance” on page 199 for information about creating input verification rules and values lists, as well as further information about quality assurance.
6.4 Changing the entry type

TermStar offers you the option to modify dictionary entries quickly and easily by assigning existing entries a different entry type. You may also change a main entry into a subentry, and vice versa. The corresponding fields of the main entry or subentry remain unchanged and are also moved.

How do I change the entry type?

1. Switch to edit mode: Double-click on the data record.
2. Right-click the desired main entry or subentry. TermStar opens the context menu of the edit mode.
3. Click Change entry type to... and select the entry type to which you want to change the main entry or subentry:

![Context menu of the edit mode]

Fig. 6-6: Context menu of the edit mode

In case of a data record containing two or more main entries:
If you want to change a main entry into a subentry, TermStar displays a window where you can select to which main entry the new subentry should be added. TermStar changes the entry type correspondingly.
In order to complete the process, exit edit mode and decide whether TermStar should save the changes to the last data record that you have modified:

4. Select Processing | Data record | Quit.
6.5 Logging changes as revisions

TermStar displays the following message:

**Save changes to this data record?**
- Select **Yes** to save the changes.
- Select **No** to discard the changes.

5 TermStar closes the data record and exits edit mode.

### 6.5.1 Comparing and editing revision steps

You can compare the different revision steps of a data record and restore content from previous revision steps.

**How do I compare revision steps and edit them?**

1 Select **Processing | Data record | Revisions**.
   Alternatively, you can right-click on the data record to open the context menu and select **Compare revisions steps**.
TermStar opens the following window:

![Compare revision steps window]

**Fig. 6-7: Compare revision steps window**

The right pane displays the current revision step; the left pane the previous revision step.

In case of several previous revision steps, select the desired revision step in the left pane.

1. Click **Edit** if you want to edit the current revision step.

You can edit the current step as follows:

<table>
<thead>
<tr>
<th>Action</th>
<th>Steps</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace all entries for one language</td>
<td>■ Select the same language in the left and the right pane.</td>
<td>TermStar replaces all current entries of the selected language with the previous entries.</td>
</tr>
<tr>
<td></td>
<td>■ Click <strong>Replace &gt;</strong>.</td>
<td></td>
</tr>
<tr>
<td>Replacing a language entry</td>
<td>■ Select a language entry in the left and the right pane.</td>
<td>TermStar replaces the current entry with the previous entry.</td>
</tr>
<tr>
<td></td>
<td>■ Click <strong>Replace &gt;</strong>.</td>
<td></td>
</tr>
</tbody>
</table>
### 6.5 Logging changes as revisions

<table>
<thead>
<tr>
<th>Action</th>
<th>Steps</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adding a language entry</td>
<td>■ Select an entry in the left pane and a language in the right pane.</td>
<td>TermStar adds the previous entry as a new entry in the current step.</td>
</tr>
<tr>
<td></td>
<td>■ Click <strong>Add</strong> &gt;.</td>
<td></td>
</tr>
<tr>
<td>Adding a language entry as a subentry</td>
<td>■ Select an entry of the same language in the left and right pane.</td>
<td>TermStar adds the term of the previous entry to the current entry as a subentry of the selected type:</td>
</tr>
<tr>
<td></td>
<td>■ Click <strong>Add</strong> &gt;.</td>
<td>■ Synonym</td>
</tr>
<tr>
<td></td>
<td>■ TermStar displays the <strong>Add as subentry</strong> window.</td>
<td>■ Abbreviation</td>
</tr>
<tr>
<td></td>
<td>■ Select the subentry type and click <strong>OK</strong>.</td>
<td>■ Alternative</td>
</tr>
<tr>
<td></td>
<td></td>
<td>■ Irregular form</td>
</tr>
<tr>
<td></td>
<td></td>
<td>■ Disallowed term</td>
</tr>
<tr>
<td></td>
<td></td>
<td>■ User index 1 - 5</td>
</tr>
<tr>
<td>Replace a header field or entry/subentry field</td>
<td>■ Select a field in the left and right pane.</td>
<td>TermStar replaces the current content of the field with the previous content of the field.</td>
</tr>
<tr>
<td></td>
<td>■ Click <strong>Replace</strong> &gt;.</td>
<td></td>
</tr>
<tr>
<td>Add the contents of a header field or entry/subentry field</td>
<td>■ Select a field in the left and right pane.</td>
<td>TermStar adds the previous content to the field – separated with a comma if the field is not empty.</td>
</tr>
<tr>
<td></td>
<td>■ Click <strong>Add</strong> &gt;.</td>
<td></td>
</tr>
<tr>
<td>Delete from the target data record</td>
<td>■ Select the item in the right pane that you wish to delete: language, entry, subentry or field.</td>
<td>TermStar deletes it from the current data record:</td>
</tr>
<tr>
<td></td>
<td>■ Click <strong>Delete</strong> &gt;.</td>
<td>■ <strong>Language</strong> – all entries for that language</td>
</tr>
<tr>
<td></td>
<td></td>
<td>■ <strong>Entry</strong> – the entry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>■ <strong>Subentry</strong> – the subentry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>■ <strong>Field</strong> – the field content</td>
</tr>
<tr>
<td>Undo all changes</td>
<td>Click <strong>Undo all</strong>.</td>
<td>TermStar resets the current step to its original state and exits the editing mode.</td>
</tr>
<tr>
<td>Restore a previous step</td>
<td>Select the desired previous step in the left pane and click <strong>Restore step</strong>.</td>
<td>TermStar restores the selected previous step.</td>
</tr>
</tbody>
</table>
6.6 Creating cross-references

6.6.1 Overview

Cross-references make searching for terminology considerably easier and do not take a great deal of effort to set up. TermStar even generates a large number of the cross-references automatically.

TermStar supports various types of cross-reference:

- Automatically-generated cross-references for subentries
  TermStar displays each subentry term (abbreviation, synonym etc.) as a language entry in the dictionary and cross-references them automatically to the term of the main entry (see section 6.6.2 “Working with automatic cross-references” on page 148).

- Cross-reference field
  In this field, you can enter one or more terms of entries to which you wish to cross-reference (see section 6.6.3 “Working with Cross-reference fields” on page 148).

- Manually-generated cross-references
  You can format text as cross-references in every field. Use the Create cross-reference function for this (see section 6.6.4 “Creating cross-references manually” on page 150).

Apart from referencing other terms and data records, you can also use the cross-references to create a cross-reference to Internet addresses (see section 6.6.5 “Internet links” on page 152)

6.6.2 Working with automatic cross-references

The easiest way of creating cross-references is by using automatic cross-references. You do this simply by filling in a subentry term (see section 6.2.3 “Adding a subentry” on page 138).

TermStar displays each subentry term as a separate language entry in the dictionary with a cross-reference to the term of the main entry.

For example, if the language entry scallion has a synonym subentry green onion, TermStar sorts green onion in the dictionary under the letter G, with a cross-reference to scallion.

6.6.3 Working with Cross-reference fields

Each language entry contains the Cross-reference field. TermStar formats any value you enter in this field as a cross-reference. When you click on this field, TermStar will jump to the corresponding term in the dictionary.
A target must exist for the cross-reference

TermStar does not check whether a term actually exists when you enter the term of another language entry in the Cross-reference field. You must therefore check that the target for the cross-reference exists and that the cross-reference is spelled exactly the same way as the target term.

Otherwise TermStar displays an error message when you click on the cross-reference.

How do I work with the Cross-reference field?

1. Switch to edit mode: Double-click on the data record.
2. Select the Cross-reference field by clicking on it or use the TAB key to move the cursor to it.
   
   If the current layout does not display this field, select a view with a suitable dictionary layout (see section 9.4.3 “Switching between dictionary views” on page 271).

3. Enter the cross-reference text in this field.
   This text must match precisely the term to which it is referring.
   
   If you wish to enter several cross-references, separate these with a cross-reference separator (usually a semicolon – see section 7.8 “Additional dictionary settings” on page 243).

4. Select Processing | Data record | Quit to exit edit mode.
   
   TermStar displays the following message:
   Save changes to this data record?
   
   – Select Yes to save the changes.
   – Select No to discard the changes.

TermStar closes the data record, exits edit mode and displays the cross-reference in a different colour. The colour is determined by the formatting applied to the Cross reference field in the active layout.

TermStar jumps to the cross-reference target when you click on the cross-reference (see section 5.2.3 “Working with cross-references” on page 107).
6.6.4 Creating cross-references manually

You can format text as a cross-reference in each field. You can create cross-references to terms or data records:

- Cross-references to terms
  The cross-reference text must match precisely the term of the entry to which you want to refer.
  If you change the term, the cross-reference will not work anymore.

- Cross-references to data records
  The cross-reference text does not need to match the term of the entry to which you want to refer.
  If you change the term or other fields of the target data record, the cross-reference will still work. The cross-reference target is the data record ID or GUID.

You can create cross-references to other dictionaries in the same database if the target dictionary contains data record GUIDs (see section 7.8 “Additional dictionary settings” on page 243).

No manual cross-reference in the Term field

You cannot create a manual cross-reference in the Term field.

How do I create a cross-reference to a term?

1. Switch to edit mode: Double-click on the data record.
2. Select a field by clicking on it or jump to it with the TAB key.
3. Enter and select the cross-reference text.
   This text must match precisely the term to which you want to refer.
4. Select Processing | Language entry | Cross reference | To term.
   TermStar changes the colour of the text to the colour for cross-references as set in the current dictionary layout.
5. Select Processing | Data record | Quit to exit edit mode.
   TermStar displays the following message:
   Save changes to this data record?
   - Select Yes to save the changes.
   - Select No to discard the changes.

TermStar closes the data record and exits edit mode.
TermStar jumps to the cross-reference target when you click on the cross-reference (see section 5.2.3 “Working with cross-references” on page 107).
6.6 Creating cross-references

How do I create a cross-reference to a data record?
1. Switch to edit mode: Double-click on the data record.
2. Select a field by clicking on it or jump to it with the TAB key.
3. Enter and select the cross-reference text.
4. Select Processing | Language entry | Cross reference | To data record.
   TermStar displays the following window:

5. If TermStar was no able to find an entry, you can search for it.
   – To do so, enter the term of the entry to which you want to refer into the field in the upper left corner and click Search.
6. If TermStar has found several entries, select the desired term.
   On the right-hand side, TermStar displays the details of the corresponding data record.
7. Click OK in order to create the cross-reference.
   TermStar changes the colour of the text to the colour for cross-references as set in the current dictionary layout.
8. Select Processing | Data record | Quit to exit edit mode.
   TermStar displays the following message:
   Save changes to this data record?
   – Select Yes to save the changes.
   – Select No to discard the changes.

Fig. 6-8: Create cross-reference to data record window
TermStar closes the data record and exits edit mode.
TermStar jumps to the cross-reference target when you click on the cross-reference (see section 5.2.3 “Working with cross-references” on page 107).

6.6.5 Internet links

You can create a cross-reference to a website. When you click on such a cross-reference, TermStar starts your Internet browser and opens the corresponding Internet address.

“As a base” you create one of the following types of cross-references:
- Cross-reference field (see section 6.6.3 “Working with Cross-reference fields” on page 148)
- Manually created cross-reference (see section 6.6.4 “Creating cross-references manually” on page 150)

To create a cross-reference to a website, you just have to complete or replace the cross-reference text with the Internet address (Example: www.star-group.net).

6.7 Adding and deleting multimedia files

6.7.1 Overview

For every individual language entry, you can add a multimedia file for extra information, such as a technical drawing or a pronunciation example.

TermStar supports the following graphic formats:
- Windows bitmap (*.bmp)
- Multipage Paintbrush (*.dcx)
- Drawing Interchange Format (*.dxf)
- Encapsulated PostScript (*.eps)
- Kodak FlashPix (*.fpx)
- IBM Linkway (*.fmf)
- Graphics Interchange Format (*.gif)
- GEM Paint (*.img)
- Joint Photographic Experts Group, JPEG (*.jpg)
- JPEG 2000 (*.jp2)
- Kodak Photo CD Format (*.pcd)
- Paintbrush (*.pcx)
- Portable Network Graphics (*.png)
- PDF Image Format (*.pdf)
6.7 Adding and deleting multimedia files

TermStar also supports the following audio and video formats:

- Targa Image File (*.tga)
- Tagged Image Format (*.tif)
- Windows Metafile (*.wmf)
- Word Perfect Graphics (*.wpg)

- Audio Interchange File Format (*.aif)
- Audio Interchange File Format compressed (*.aifc)
- Audio Interchange File Format (*.aiff)
- Advanced Streaming Format (*.asf)
- (Sun) Audio U-law (*.au)
- Audio Video Interleave (*.avi)
- MIDI (*.mid)
- Various audio file formats (*.snd)
- Microsoft Wave (*.wav)
- Windows Metafile (*.wm)
- Windows Media Audio (*.wma)
- Windows Media Video (*.wmv)

6.7.2 Adding multimedia files

Layout for editing must display the multimedia field

The current layout must display the Multimedia header field before you can link a graphics, audio or video file. You must therefore select a suitable layout for editing before linking to multimedia files.

Notes for layouts without the multimedia field

If a data record contains a graphics, audio or video file, TermStar can display this file in a separate window if you select the Processing | Language entry | Multimedia | Show menu – even if the current layout does not contain the Multimedia field (see section 5.5 “Displaying multimedia files” on page 130).

We recommend that you add a note for such layouts so that you know that a multimedia file is available for the data record. For example, enter a note such as see illustration in the Remark field.
How do I add a multimedia file?

1. Switch to edit mode: Double-click on the data record.
2. Select Processing | Language entry | Multimedia | Insert.
   TermStar displays the Open window.
3. Select a multimedia file in this window:
   - Select the file type of your file from the Files of type field.
   - Select the drive and the folder containing the multimedia file from the Look in list.
   - Select the multimedia file.
4. Click Open.
   TermStar presents the file in the Multimedia field.
5. In order to complete the process, exit edit mode and decide whether TermStar should save the changes:
6. Select Processing | Data record | Quit.
   TermStar displays the following message:
   Save changes to this data record?
   - Select Yes to save the changes.
   - Select No to discard the changes.
TermStar closes the data record and exits edit mode.

6.7.3 Replacing and deleting multimedia files

Layout for editing must display the multimedia field

The current layout must display the Multimedia header field before you can link a multimedia file. You must therefore select a suitable layout for replacing a graphics, audio or video file.

How do I replace a multimedia file?

1. Select the data record containing a multimedia file.
2. Switch to edit mode: Double-click on the data record.
3. Select Processing | Language entry | Multimedia | Insert.
   TermStar displays the Open window.
4. Select the new multimedia file in this window:
   - Select the file type of your file from the Files of type field.
   - Select the drive and the folder containing the multimedia file from the Look in list.
   - Select the multimedia file.
6.8 Copying and moving a data record or a language entry

6.8.1 Overview

You can create new data records or language entries by copying and then editing existing data records or entries.

You can copy either an entire data record or an individual language entry. You have the following options:

- **Duplicate**

Using this function, you can duplicate an *entire data record* with all the entries contained (see section 6.8.2 on page 156).
If you duplicate a language entry, TermStar creates an identical language entry in the same data record (see section 6.8.3 on page 157).

- **Copy/Paste**
  You can use the **Copy** and **Paste** function to copy a data record from one dictionary to another using the Windows clipboard (see section 6.8.4 on page 157). You can also use these functions to copy a language entry from one data record to another (see section 6.8.7 on page 168).

- **Cut/Paste**
  You can use the **Cut** and **Paste** functions to move a data record from one dictionary to another or a language entry from one data record to another (see section 6.8.4 on page 157).
  In this way, TermStar deletes the data record or language entry from its original location (see section 6.8.7 on page 168).

- **Merging**
  If you have placed a data record on the clipboard by copying or cutting, you can merge the language entries contained in this data record into another data record (see section 6.8.5 on page 158).
  In doing so, you can decide for each field whether TermStar should add its contents to the data record or whether it should replace an existing language entry for the same language.

### 6.8.2 Duplicating a data record

Duplicating a complete data record makes the process of building up new data records easier. This involves duplicating similar data records and then modifying them.

**Data records are always saved to the current dictionary**

TermStar always saves a duplicated data record to the dictionary set as the current dictionary in the project settings (see section 3.5.5 “‘Dictionaries’ project settings” on page 61).

**How do I duplicate a data record?**

1. Select the data record you wish to duplicate.
2. Select **Processing | Data record | Duplicate**.
   TermStar duplicates the data record and selects it so you can edit it immediately.
6.8.3 Duplicating a language entry

Duplication within the same data record
TermStar always duplicates an entry within the same data record. You can use the Copy and Paste functions to copy a language entry to a different data record (see section 6.8.7 “Copying or moving a language entry” on page 168).

How do I duplicate a language entry?
1. Select the data record containing the language entry you wish to duplicate.
2. Switch to edit mode: Double-click on the data record.
3. Select the language entry you wish to duplicate: Click on its term field.
4. Select Processing | Language entry | Duplicate.
   TermStar duplicates the language entry. The cursor is at the Term field of the new language entry.
5. Edit the new language entry (see section 6.3 “Editing an existing data record or a language entry” on page 142).
6. In order to complete the process, exit edit mode and decide whether TermStar should save the changes:
7. Select Processing | Data record | Quit.
   TermStar displays the following message:
   Save changes to this data record?
   – Select Yes to save the changes.
   – Select No to discard the changes.
TermStar closes the data record and exits edit mode.

6.8.4 Copying or moving data records
You can copy a data record using the Windows clipboard. First copy the data record to the clipboard using the Copy function and then paste it into the current dictionary using the Paste function. If you use the Cut function instead of the Copy function, TermStar deletes the original data record when it is placed on the clipboard. This is how you move a data record from a dictionary into the current dictionary.
Data records are always pasted into the current dictionary

If you have opened multiple dictionaries as project dictionaries and you paste a data record from the clipboard, TermStar always pastes it into the dictionary selected as the current dictionary in the project settings.

Before pasting a data record, make sure that you have set the correct target dictionary as the current dictionary in the project settings (see section 3.5.5 “Dictionaries’ project settings” on page 61).

How do I copy a data record?
1. Select the data record you wish to copy.
2. Select Processing | Data record | Copy.
   TermStar copies the entire data record to the Windows clipboard from where it can be pasted as often as required.
3. You may need to select another dictionary as the current dictionary in the project settings. TermStar will add the pasted data records to this dictionary (see section 3.5.5 “Dictionaries’ project settings” on page 61).
4. Select Processing | Data record | Paste.
   TermStar inserts the copied data record and selects it so you can edit it directly.

How do I move a data record to another dictionary?
1. Select the data record you wish to move.
2. Select Processing | Data Record | Cut.
   TermStar moves the entire data record to the Windows clipboard from where it can be pasted as often as required.
3. You may need to select another dictionary as the current dictionary in the project settings. TermStar will add the pasted data records to this dictionary (see section 3.5.5 “Dictionaries’ project settings” on page 61).
4. Select Processing | Data record | Paste.
   TermStar inserts the data record and selects it so you can edit it immediately.

6.8.5 Merging a data record

If you have copied or moved an entire data record to the clipboard using the Copy or Cut functions, you will be able to merge this data record with another data record in the same or another dictionary. TermStar displays the Merge data window for this purpose. In this window, TermStar displays the data record to be merged (on the left) and the target data record (on the right) one next to the other.

During merging changes can only be made to the target data record.
6.8 Copying and moving a data record or a language entry

During the merging process, you can select for each occupied field (header field, language, term for an entry or subentry as well as any other field you may desire) of the data record to be merged, whether and how its contents should be added to the target data record. Table 6-1 on page 161 provides you with an overview of the options TermStar gives you when merging.

**Merging data records in the same dictionary via drag & drop**

In the same dictionary you can merge a data record into another one via drag & drop. Thereto you select the data record to be merged and drag it on the target data record with the mouse button held down. Thereupon, TermStar shows the *Merge data window.*

**How do I merge a data record?**
1. Select a data record and copy it to the clipboard. Use the following functions to do this:
   - To copy the data record without deleting the original data record, select *Processing | Data record | Copy.*
   - To copy the data record and delete the original, select *Processing | Data record | Cut.*
   This copies the data record and all its entries to the Windows clipboard from which it can be merged into other data records as often as required.
2. Select a data record into which you wish to merge the language entries from the copied data record.
3. Select *Processing | Data record | Merge.*
   TermStar displays the *Merge data* window with the copied or cut data record and the target data record.
   Initially, you will only see the header (containing the name of the respective dictionary and the associated database in brackets), the languages it contains and the entries (main entries) in the respective languages (Fig. 6-9).
Example:

- Left pane – Contents of the copied or cut data record (the one to be merged), showing all the languages and entries which it contains.

- Right pane – Contents of the target data record, into which you want to merge the copied or cut data record, showing all the languages and entries which it contains.

4 For TermStar to display subordinate levels and fields, click on the small arrows in front of the header, the main entry or the subentry.

A circle is always displayed in front of the header (name of the dictionary and the associated database) and in front of each language it contains. Whether a circle is displayed in front of a header field, an entry, an entry field, a subentry or a subentry field is dependent on whether this field is also present in the other data record and on which level of the data record hierarchy there is a difference between the two data records.

If there is a difference between the two data records, the circle on the respective level of the data record is given a colour.

For further information on the tree structure and the meaning of the colours red, green and yellow is given in section 6.8.6 “Structure and colour coding in the “Merge data” window” on page 163.

5 Decide what should happen to the entries.

Table 6-1 on page 161 provides you with an overview of the options TermStar gives you when merging.
6. Copying and moving a data record or a language entry

6 Click **OK** to save the changes to the target data record. Click **Cancel** to close the window without saving changes to the target data record.

TermStar closes the window and makes the changes to the target data record.

Table 6-1 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 panes.  
                            | ■ Click **Replace**.                                                  | TermStar deletes the header in the target data record and replaces it with the header data record being merged. |
| Replace all entries for one language | ■ Select the same language in the left and right panes.  
                                       | ■ Click **Replace >**.                                                | TermStar deletes all entries in the selected language in the target data record and replaces them with the entries from the data record being merged. |
| Replacing a language entry | ■ Select a language entry in the left and right panes.  
                             | ■ Click **Replace >**.                                                | TermStar deletes the target entry and replaces it with the language entry being merged. |
| Adding a language entry    | ■ Select an entry in the left pane and a language in the right pane.  
                             | ■ Click **Add >**.                                                   | TermStar adds the entry being merged to the target data record, as a new entry for the selected language. |
| Adding a language entry as a subentry | ■ Select an entry in the left and right pane in the same language.  
                                      | ■ Click **Add >**.                                                  | TermStar adds the term from the entry being merged to the target entry as a subentry of the selected type:  
                                      | TermStar displays the **Add as subentry** window.  
                                      | ■ Select a subentry type and click **OK**.                           | ■ Synonym  
                                      | ■ Abbreviation                                                           | ■ Alternative  
                                      | ■ Irregular form                                                          | ■ Disallowed term  
                                      | ■ User index 1 - 5                                                      | |

*Tab. 6-1: Options when merging data records*
### Editing dictionaries

<table>
<thead>
<tr>
<th>Action</th>
<th>Steps</th>
<th>Effect</th>
</tr>
</thead>
</table>
| Replace a header field or entry/subentry field | ■ Select a field in the left and right panes.  
■ Click **Replace >**. | TermStar deletes the contents of the destination field and replaces it with the contents of the field being merged. |
| Add the contents of a header field or entry/subentry field | ■ Select a field in the left and right panes.  
■ Click **Add >**. | TermStar adds the content of the field being merged to the target field – separated with a comma if the field is not empty. |
| Delete from the target data record             | ■ Select the item in the right pane that you wish to delete: language, entry, subentry or field.  
■ Click **Delete >**. | TermStar deletes the item you have selected from the target data record:  
■ **Language** – all entries for that language  
■ **Entry** – the entry  
■ **Subentry** – the subentry  
■ **Field** – the field contents |
| Create a new data record                       | Click **New data record**.                 | TermStar creates the data record being merged as a new data record in the current dictionary. |
| Undo all changes                               | Click **Undo all**.                        | TermStar resets the target data record to its original state.          |

*Tab. 6-1: Options when merging data records (cont.)*
6.8.6 Structure and colour coding in the “Merge data” window

To enable the data records to be merged interactively, the “Merge data” window is displayed. The window shows the data record to be merged (left pane) and the target data record (right pane).

Initially, you will only see the header (containing the name of the respective dictionary and the associated database in brackets), the languages it contains and the entries (main entries) in the respective languages (see Fig. 6-10).

Example:

![Merge data window](image)

Fig. 6-10: Merge data window

The header, the languages, the main entries in the respective languages, their fields and any subentries and their fields are arranged hierarchically in a tree structure and linked together; the fields on the individual levels of the tree structure can be displayed or hidden, as desired, using an arrow.

- To display the header fields, click 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.

Fig. 6-11: Example of a language entry in the target data record – whole tree structure shown

No circle is displayed in front of fields which are filled out by TermStar automatically (Created on, Last change on, Created by, Last change by, Data record number). These fields can neither be directly amended in the target data record, nor deleted. TermStar only changes them if it is replacing the entire header or entry of the target data record.

The circles in front of the header, the languages and the entries (main entries) and any colours which they display indicate whether there are differences between the data record being merged and the target data record, and if so, which the nature of these differences is and on which level of the data record they are found.

If there are no differences, a grey circle is displayed in front of the header, the respective language or the field in question.

The colours green, red and yellow have the following significance:

- **Green** – A particular field or language is new in comparison to the data record being merged or the target data record, or else it does not exist in the other language.
- **Red** – A term for a main entry or subentry in the target data record does not exist in the data record being merged.
- **Yellow** – A different field than the term of a main entry or subentry exists both in the data record being merged and in the target data record; however the contents differs.

Whether a circle or semi-circle is displayed is determined by the level of the data record on which the difference between the record being merged and the target record exists:

- **Circle** – The field (Term field of a main entry or subentry or any other field) whose contents actually differ, or which is new is identified with a complete circle (red, green or yellow). A new language in the record being merged or in the target record is identified with a complete green circle.
- **Semi-circle** – The levels (header, language, main entry term or subentry term) which appear above the differing or new field in the tree structure are identified by a semi-circle (red, green or yellow), in order to point out the differences in the fields of the subordinate levels.
In data record being merged (left pane) the colour coding is only used for those fields which are new or which do not exist in the target data record. This is why only green semi-circles or circles are displayed there.

In the target data record (right pane) it is theoretically possible for all three colours to be displayed, i.e. colour coding is used not only for those fields which are new or do not exist in the record being merged (green), but also for those fields whose contents differs in comparison to the data record being merged (red and yellow).

The following 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 in comparison to data record being merged</td>
<td><img src="image" alt="Test_merge_target (TermStar NET)" /></td>
</tr>
<tr>
<td>Yellow semi-circle in front of header (dictionary name) / Yellow circle in front of header field</td>
<td>Header field differs from that in the data record being merged</td>
<td><img src="image" alt="Test_merge_target (TermStar NET)" /></td>
</tr>
<tr>
<td>Grey circle in front of language / main entry and (if applicable) subentry</td>
<td>Language entry matches the language entry from the record being merged exactly</td>
<td><img src="image" alt="Dutch" /></td>
</tr>
<tr>
<td>Red semi-circle in front of language / Red circle in front of main entry</td>
<td>Term for the main entry does not exist in the record being merged</td>
<td><img src="image" alt="German" /></td>
</tr>
</tbody>
</table>

Tab. 6-2: Meaning of the different coloured semi-circles / circles
<table>
<thead>
<tr>
<th>Semi-circle / Circle</th>
<th>Explanation</th>
<th>Example target data record</th>
</tr>
</thead>
</table>
| Red semi-circle in front of language and main entry / Red circle in front of subentry | Term for the subentry does not exist in the record being merged | **Swedish**
- Created on 01.09.2011 10:28
- Last change on 01.09.2011 12:02
- Created by Tester
- Last change by Tester
- Entry ID 7
- Syn: bbb |
| Green circle in front of language | Language new compared to the record being merged | **French**
- Created on 01.09.2011 10:28
- Last change on 01.09.2011 12:02
- Created by Tester
- Last change by Tester
- Content: xxxxx
- Definition: xxxxx
- Entry ID 6 |
| Green semi-circle in front of language and main entry / Green circle in front of field | At least one field of the main entry is new in comparison to the record being merged | **Spanish**
- Created on 01.09.2011 10:28
- Last change on 01.09.2011 12:02
- Created by Tester
- Last change by Tester
- Content: xxxxx
- Definition: xxxxx
- Entry ID 5 |
| Yellow semi-circle in front of language and main entry / Yellow circle in front of field of a main entry | The contents of at least one field of the main entry is different | **Italian**
- Created on 01.09.2011 10:28
- Last change on 01.09.2011 12:02
- Created by Tester
- Last change by Tester
- Content: xxxxx
- Definition: xxxxx
- Entry ID 5 |
| Yellow semi-circle in front of language, main entry and subentry / Yellow circle in front of field of a subentry | The contents of at least one field of the subentry is different | **Spanish**
- Created on 01.09.2011 10:28
- Last change on 01.09.2011 12:02
- Created by Tester
- Last change by Tester
- Entry ID 4
- Syn: bbb
- Created on 01.09.2011 11:11
- Created by Tester
- Definition: xxxxx
- Entry ID 12 |

Tab. 6-2: Meaning of the different coloured semi-circles / circles
6.8 Copying and moving a data record or a language entry

If a language contains multiple main entries or subentries that differ, the “field” term in the target record is colour-coded red, and all the other terms (in the record being merged and the target record) are green.

![Fig. 6-13: Example of language entry being merged and target language entry with multiple subentries](image)

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. 6-14: Example of language entries in target data records with green and yellow colour coding](image)

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. 6-15: Example of a language entry in a target data record with red and yellow/green colour coding](image)
6.8.7 Copying or moving a language entry

You can copy a language entry using the Windows clipboard. First copy the language entry to the clipboard using the Copy function and then paste it to another data record using the Paste function. If you use the Cut function instead of the Copy function, TermStar deletes the original language entry when it is placed on the clipboard. This is how you move a language entry from one data record to another.

How do I copy a language entry?

1. Select the data record containing the language entry you wish to copy.
2. Switch to edit mode: Double-click on the data record.
3. Select the language entry you wish to copy.
4. To copy the language entry to the clipboard, select Processing | Language entry | Copy.
   - TermStar copies the language entry to the Windows clipboard from which it can be pasted as often as required.
5. To exit edit mode, select Processing | Data record | Quit.
6. Select the data record into which the copied language entry is to be inserted.
7. Switch back to edit mode: Double-click on the data record.
8. Select Processing | Language entry | Paste to paste the language entry you have copied to the clipboard.
   - TermStar pastes the language entry from the Windows clipboard.
9. Edit the copied language entry (see section 6.3 “Editing an existing data record or a language entry” on page 142).
10. In order to complete the process, exit edit mode and decide whether TermStar should save the changes:
11. Select Processing | Data record | Quit.
   - TermStar displays the following message:
     Save changes to this data record?
     - Select Yes to save the changes.
     - Select No to discard the changes.
   - TermStar closes the data record and exits edit mode.

How do I move a language entry?

1. Select the data record containing the language entry you wish to move.
2. Switch to edit mode: Double-click on the data record.
3. Select the language entry you wish to move.
6.8 Copying and moving a data record or a language entry

4 Select **Processing | Language entry | Cut**.
   TermStar copies the language entry to the Windows clipboard from which it can be pasted as often as required. TermStar also deletes the language entry from the data record you have just selected.

5 To exit edit mode, select **Processing | Data record | Quit**.
   TermStar displays the message **Save changes to this data record?**

6 Click **Yes** to save the changes.

7 Select the data record into which the cut language entry is to be inserted.

8 Switch back to edit mode: Double-click on the data record.

9 Select **Processing | Language entry | Paste** to paste the language entry which had been moved to the clipboard.
   TermStar pastes the language entry from the Windows clipboard.

10 In order to complete the process, exit edit mode and decide whether TermStar should save the changes:

11 Select **Processing | Data record | Quit**.
   TermStar displays the following message:
   **Save changes to this data record?**
   – Select **Yes** to save the changes.
   – Select **No** to discard the changes.

TermStar closes the data record and exits edit mode.

6.8.8 Pasting a copied language entry as a subentry

Once you have copied a language entry to the clipboard, you can also add it to another language entry as a subentry (synonym, abbreviation, etc.). Please refer to section 2.3 “Terminology data structure” on page 16 for more information on subentries.

**How do I paste a copied language entry as a subentry?**

1 Use the **Copy** or **Cut** function to copy a language entry to the clipboard (see section 6.8.7 “Copying or moving a language entry” on page 168).

2 Select a data record into which you wish to insert the copied language entry as a subentry.

3 Switch back to edit mode: Double-click on the data record.

4 Select the language entry to which you wish to add the copied entry.

5 To do so, select **Processing | Language entry | Paste as...**
   TermStar opens a dropdown menu highlighting the possible options.
6. Select one of the following menu items:

- Entry
- Abbreviation
- Alternative
- Irregular form
- Synonym
- Disallowed term
- User index 1
  ...
- User index 5

If you select Entry, TermStar adds a completely new language entry to the data record – i.e. a subentry is not added.

7 In order to complete the process, exit edit mode and decide whether TermStar should save the changes:

8 Select Processing | Data record | Quit.

TermStar displays the following message:

Save changes to this data record?

- Select Yes to save the changes.
- Select No to discard the changes.

TermStar closes the data record and exits edit mode.

6.9 Copying and moving terminology by drag & drop

6.9.1 Overview

In section 6.8 on page 155, we explain how to copy or move data records and language entries using the menu.

You can also perform these functions within a dictionary in TermStar using drag & drop. The principle is always the same: You just click on the source data record or entry, keeping the mouse button pressed you move it to the target position, then you release the mouse button.

You have the following options:

- Duplicating data records within the same dictionary – section 6.9.2 on page 171
- Merging data records within the same dictionary – section 6.9.3 on page 172
- Copying or moving language entries within the same data record – section 6.9.4 on page 173
6.9 Copying and moving terminology by drag & drop

Copying or moving?
If you use drag & drop, you decide whether to copy or move your selection.

If you copy your selection, the source data record / entry remains unchanged: After that, there will be two data records or language entries.

If you move your selection, the source data record or entry will be deleted: After that, the source data record or entry will not be there anymore. There will only be one target data record or language entry.

6.9.2 Duplicating data records within the same dictionary

Duplicating a complete data record makes the process of building up new data records easier. This involves duplicating similar data records and then modifying them.

How do I duplicate a data record?
1 Click on the data record you want to duplicate and keep the mouse button pressed.
   As you move the mouse cursor while keeping the mouse button pressed, the cursor changes its appearance:

   ![Fig. 6-16: Duplicating a data record](image)

2 Drag the cursor to the area between the dictionary frame and the entries:

   ![Fig. 6-17: Duplicating a data record](image)

3 Release the mouse button.
Transit asks if you would really like to duplicate the data record.

If you click Yes, TermStar duplicates the data record and selects it so you can immediately edit the record.

### 6.9.3 Merging data records within the same dictionary

You can merge a data record into another data record within the same dictionary. TermStar displays the **Merge data** window for this purpose. This window is where TermStar displays the data record being merged (left pane) and the target data record (right pane), with their respective entries side by side.

During the merging process, you can specify for each language entry whether and how it should be added to the target data record. Table 6-1 on page 161 provides you with an overview of the options TermStar gives you when merging.

**How do I merge a data record within the same dictionary?**

1. Click on the data record you want to merge and keep the mouse button pressed. As you move the mouse cursor while keeping the mouse button pressed, the cursor changes its appearance:

![application Anwendung company Firma](image)

Fig. 6-19: Merging a data record

2. Drag the mouse pointer to the data record into which you want to merge the data:

![application Anwendung company Firma](image)

Fig. 6-20: Merging a data record
If you want to move (and not copy) the data record, press the SHIFT key and keep it pressed while moving the cursor.

Release the mouse button and then, if necessary, the SHIFT key.

TermStar displays the **Merge data** window containing the record being merged (on the left) and the target record (on the right).

You can find information on the tree structure and on the significance of the coloured circles used in this window, in section 6.8.6 “Structure and colour coding in the “Merge data” window” on page 163.

Decide what should happen to the entries.

Table 6-1 on page 161 provides you with an overview of the options TermStar gives you when merging.

Click **OK** to save the changes to the target data record. Click **Cancel** to close the window without saving changes to the target data record.

TermStar closes the window and makes the changes to the target data record.

### 6.9.4 Copying or moving language entries within the same data record

You can copy or move a language entry within the same data record:

- **If you copy** the language entry, the source entry remains unchanged: After that, there will be one language entry in the source and one in the target.

- **If you move** the language entry, the source entry will be deleted: After that, the source language entry will not be there anymore. There will only be one language entry in the target.

**How do I copy or move a language entry within the same data record?**

1. Select the data record that contains the language entry you want to copy or move.
2. Switch to edit mode: Double-click the data record.
3. Click on the term of the entry you want to copy or move and keep the mouse button pressed.
4. Decide, whether you want to copy or move the language entry:
   
   - **If you want to copy** the language entry, press the CTRL key and keep it pressed (Fig. 6-21).
   
   - **If you want to move** the language entry, press the SHIFT key and keep it pressed (Fig. 6-22).
For more detailed information on the differences between copying and moving items, please refer to section “Copying or moving?” on page 171.

5 Drag the mouse pointer to the language to which you want to copy or move the language entry.
6 Release the mouse button and then the CTRL / SHIFT key.
7 In order to complete the process, exit edit mode and decide whether TermStar should save the changes:
8 Select Processing | Data record | Quit.
   TermStar displays the following message:
   Save changes to this data record?
   – Select Yes to save the changes.
   – Select No to discard the changes.
TermStar closes the data record and exits edit mode.
6.10 Deleting a data record or language entry

6.10.1 Overview

You can delete either an individual language entry from a data record or an entire data record and all its entries.

Warning
Before deleting, make absolutely sure that you no longer need the data.

Data record filter and layout when deleting data records
Make sure that no data record filters are active and that a dictionary layout which displays all language entries (including multiple entries in the same language) is selected before you delete anything.

Remember that all the language entries in a data record will be deleted. This also applies to language entries in languages other than the current languages and entries which are not shown because data record filters are active.

6.10.2 Deleting a data record

Undoing deletion
You can undo the deletion of a data record by right-clicking to open the context menu and selecting Undo.

Please note that you can only undo the deletion directly after deleting. You can no longer undo the deletion once you have made other changes to your terminology.

Use Redo to redo an action which has been undone, i.e. the data record is deleted again.

How do I delete a data record?
1. Select the data record you wish to delete.
2. Select Processing | Data Record | Delete.

TermStar removes the data record from the dictionary.
6.10.3 Deleting a language entry

Source-language entries cannot be deleted

The source-language entry cannot be deleted because the other language entries would then no longer be shown. You must therefore swap languages before you can delete the entry.

Undoing deletion

You can undo the deletion of an entry by right-clicking to open the context menu and selecting Undo.

Please note that you can only undo a deletion if you are still in the edit mode for this data record. You can no longer undo the deletion once you have made other changes to your terminology.

Use Redo to redo an action which has been undone, i.e. the language entry is deleted again.

How do I delete a language entry?

1. Select the data record containing the language entry you wish to delete.
2. Switch to edit mode: Double-click on the data record.
3. Select the language entry you wish to delete.
4. Select Processing | Language entry | Delete.
   TermStar removes the language entry from the data record.
5. In order to complete the process, exit edit mode and decide whether TermStar should save the changes:
6. Select Processing | Data record | Quit.
   TermStar displays the following message:
   Save changes to this data record?
   – Select Yes to save the changes.
   – Select No to discard the changes.

TermStar closes the data record and exits edit mode.

Deleting several data records/language entries

If you wish to delete several data records or language entries, you can use the ‘Global changes’ function. This allows you to delete several or all data records or language entries. Please refer to section 6.13 “Global changes” on page 179 for more detailed information.
6.11 Formatting text in the field contents

You can format the text in all the field contents. You use the following symbols in the Edit | Style ribbon-bar group for this:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>K</em></td>
<td>Italics</td>
</tr>
<tr>
<td><strong>F</strong></td>
<td>Bold</td>
</tr>
<tr>
<td><em>U</em></td>
<td>Underline</td>
</tr>
<tr>
<td>(x^2)</td>
<td>Superscript</td>
</tr>
<tr>
<td>(x_2)</td>
<td>Subscript</td>
</tr>
</tbody>
</table>

Tab. 6-3: Icons for formatting text

Text formatting in the dictionary layout

Sections of the field contents can be formatted using the icons in table 6-3 on page 177. For example, you can use the functions to highlight certain words within a field.

You can use the dictionary layout to specify how the entire contents of a field is displayed (font type, font size etc.). Please refer to the Transit/TermStar NXT Reference Guide for more information on the dictionary layout.

How do I format the text in a field?

1. If you are editing the language entry, select the text which you want to format.
2. Click on the appropriate icon to format the text (see table 6-3 on page 177).

TermStar displays the text as formatted.
6.12 Inserting unicode characters

Using the Character map option, you can insert any Unicode character into TermStar which can be displayed by the current character set. In doing so you can choose from various character groups.

How do I insert a Unicode character?

1. Place the cursor at the position where you want to insert the Unicode character.
2. Select Edit | Text | Character map.

If the Character map tool is already present on the TermStar toolbar, it will be displayed as a floating window. If it is not yet on the TermStar toolbar, it will be displayed as a window docked with the user interface, whose position can be modified:

![Character map window](image)

*Fig. 6-23: Character map window as a standard window*

You can find further information on the TermStar toolbar and the different possibilities for displaying tool windows in section 2.6.6 “The TermStar toolbar” on page 31.

3. Select a group of Unicode characters from the list (e.g. Latin-1).

TermStar displays the characters for the selected group in the Character map.

4. Click on a character to insert it at the cursor position.

TermStar inserts the character at the cursor position.

The window remains open so that you can insert more Unicode characters.

5. If you no longer require the Character map window, you can hide it again.

How this happens is dependent upon whether the Character map window is opened as a floating window, as a window docked with the user interface, or as a freely-positionable standard window. Please refer to section 2.6.6 “The TermStar toolbar” on page 31 for more information on this topic.
6.13 Global changes

You can use the global changes function to simplify the process of editing data records and language entries without having to change each data record individually. This means your data are more consistent than when you manually change each individual entry.

You can make the following global changes:

- Deleting data records – TermStar deletes specified data records (see section 6.13.1 on page 180)
- Deleting language entries – TermStar deletes specified language entries (see section 6.13.2 on page 181)
- Searching for and replacing field contents – TermStar searches for the specified data in a certain field and replaces it with other data (see section 6.13.3 on page 182)
- Assigning field contents – TermStar enters specified data into a certain field (see section 6.13.4 on page 184)
- Deleting field contents – TermStar deletes the contents of a certain field (see section 6.13.5 on page 186)
- Copying and moving field contents – TermStar copies or moves the contents of a certain field to another field (see section 6.13.6 on page 187).

TermStar always edits the data records in the active dictionary window. You can specify whether TermStar should prompt you for every language entry in question or whether it should change all data records as per your settings without prompting you (see section 6.13.7 “Performing global changes with confirmation prompts” on page 189).

TermStar takes account of active data filters and current language selection when making global changes

TermStar only makes changes to the data records displayed in the dictionary window. If you only want to make changes to a selection of your data records, you can set a data filter (see section 5.3 “Filtering data records” on page 108) or change the languages displayed (see section 3.7 “Changing source and target languages temporarily” on page 69) before carrying out the global change.
6.13.1 Deleting data records

You can delete a selection of data records.

**Warning**
Before deleting, make absolutely sure that you no longer need the data.

Data record filter and language selection when deleting data records
Before deleting, set data record filters and select the languages displayed to make absolutely certain that only the data records to be deleted are displayed in the dictionary window.

How do I delete data records?

1. Select **Processing | Global changes | Data records | Delete**. TermStar displays the **Prompt** window for each data record which it could delete (see section 6.13.7 “Performing global changes with confirmation prompts” on page 189).

2. When TermStar has finished the global changes, it displays the **Close** button in the **Status** window together with the total number of checked and modified data records:

   ![Status Window](image)

   *Fig. 6-24: Status window once the global changes are complete*

   Click **Close** to close the window.
6.13 Global changes

6.13.2 Deleting language entries

You can delete a selection of entries.

Warning
Before deleting, make absolutely sure that you no longer need the data.

Data record filter and language selection when deleting language entries
Before deleting, set data record filters and select the languages displayed to make absolutely certain that only the language entries to be deleted are displayed in the dictionary window.

How do I delete language entries?

1. Select Processing | Global changes | Language entries | Delete.

   TermStar displays the Select language window:

   ![Select language window](image)

   Fig. 6-25: Select language window

2. Select one or more languages that correspond exactly to the language entries to be deleted.

   TermStar displays the Prompt window for each data record to which the global change could be applied (see section 6.13.7 “Performing global changes with confirmation prompts” on page 189). It also specifies the associated data record.
When TermStar has finished the global changes, it displays the Close button in the Status window together with the total number of checked and modified data records:

![Status window](image)

Fig. 6-26: Status window once the global changes are complete

Click Close to close the window.

### 6.13.3 Searching for and replacing field contents

As in word processing programs, you can find and replace using the global changes function.

To do so, you must specify the field (and the language, where applicable) in which TermStar should search and replace. You can also use regular expressions for the search and specify whether the search should be case-sensitive and whether TermStar should search for whole words only.

**How do I search and replace field contents?**

1. Select **Processing | Global changes | Field contents | Replace**.

   TermStar displays the Replace tab of the Change field contents window:

   ![Change field contents window](image)

   Fig. 6-27: Change field contents window with Replace tab
2 Select the field in which you want to search and replace from the left-hand list in the **Target field** section.

If you have *not* selected a header field, select the language in whose fields you want to search and replace.

3 Enter the following in the **Find and replace** section:
   - **Find what:** field – The text which TermStar should search for in the field.
   - **Replace with:** field – The text with which TermStar should replace the searched-for text.

4 In the **Search options** section, specify how TermStar should search:
   - **Match case** – TermStar differentiates between upper and lower case when searching. TermStar only replaces text whose case matches the case of the search string.
   - **Regular expressions** – TermStar interprets the search string as a regular expression. Please refer to the Transit/TermStar NXT Reference Guide for more information on regular expressions.
   - **Find whole words only** – TermStar only takes whole words into account when searching. This means that TermStar does *not* replace text which starts the same as the search string but is longer than the search string.

5 There are two ways of starting the global changes function:
   - To start the global changes function *with* prompts, click **Change**. For each language entry, you can decide interactively whether the entry really should be changed or not.
   - To start the global changes function *without* prompts, click **Change all**. TermStar changes the language entries according to your settings without prompting you for confirmation.

When you start global changes, TermStar displays the **Status** window containing the following information:
   - **Checked** – Number of data records TermStar has checked to see whether they should be changed.
   - **Modified** – Number of data records which TermStar has modified.

If you want to cancel the global changes function, click **Cancel**.

If you have started global changes *with* prompts, TermStar displays the **Prompt** window for every language entry to which global changes could be applied (see section 6.13.7 “Performing global changes with confirmation prompts” on page 189).
When TermStar has finished the global changes, it displays the **Close** button in the **Status** window together with the total number of checked and modified data records:

![Status window](image)

*Fig. 6-28: Status window once the global changes are complete*

Click **Close** to close the window.

### 6.13.4 Assigning field contents

You can assign predefined content to fields.

To do so, you must specify the field (and the language, where applicable) to which TermStar should assign the contents. In addition, you can specify whether TermStar should only assign the contents if the field is empty or contains data.

Global changes assigns the contents to *existing* dictionary entries only. If you want TermStar to automatically insert the content when you create a new data record or language entry, you should use default values (see section 7.4 “Specifying default values” on page 212).

**How do I assign predefined field contents?**

1. Select **Processing | Global changes | Field contents | Assign**.

TermStar displays the **Assign** tab of the **Change field contents** window:

![Change field contents window](image)

*Fig. 6-29: Change field contents window with Assign tab*
6.13 Global changes

2 Select the field to which you want to assign content from the left-hand list in the Target field section.
If you have not selected a header field, select the language to whose fields you want to assign content.

3 In the Value field, enter the contents which you want to assign to the field.

4 In the Assign options section, specify when TermStar should assign the content:
   – All fields – TermStar assigns the contents to all fields.
   – Only empty fields – TermStar assigns the contents to the field if the field has not yet been filled in.
   – Only fields with content – TermStar assigns the contents to the field if it has already been filled in.

5 There are two ways of starting the global changes function:
   – To start the global changes function with prompts, click Change.
     For each language entry, you can decide interactively whether the entry really should be changed or not.
   – To start the global changes function without prompts, click Change all.
     TermStar changes the language entries according to your settings without prompting you for confirmation.

When you start global changes, TermStar displays the Status window containing the following information:
   – Checked – Number of data records TermStar has checked to see whether they should be changed.
   – Modified – Number of data records which TermStar has modified.

If you want to cancel global changes, click Cancel.
If you have started global changes with prompts, TermStar displays the Prompt window for every language entry to which global changes could be applied (see section 6.13.7 “Performing global changes with confirmation prompts” on page 189).

6 When TermStar has finished the global changes, it displays the Close button in the Status window together with the total number of checked and modified data records:

   Fig. 6-30: Status window once the global changes are complete

   Click Close to close the window.
6.13.5 Deleting field contents

You can delete the content of all language entries in a particular field. To do so, you must specify the field (and the language, where applicable) whose contents TermStar should delete.

How do I delete field contents?

1 Select Processing | Global changes | Field contents | Delete.

   TermStar displays the Delete tab of the Change field contents window:

   ![Change field contents window with Delete tab](image)

2 Select the field whose contents you want to delete from the left-hand list in the Field section.

   If you have not selected a header field, select the language from which you wish to delete the contents.

3 There are two ways of starting the global changes function:
   
   – To start the global changes function with prompts, click Delete.
     
     For each language entry, you can decide interactively whether the entry really should be changed or not.
   
   – To start the global changes function without prompts, click Delete all.
     
     TermStar changes the language entries according to your settings without prompting you for confirmation.

When you start global changes, TermStar displays the Status window containing the following information:

   – **Checked** – Number of data records TermStar has checked to see whether they should be changed.
   
   – **Modified** – Number of data records which TermStar has modified.

If you want to cancel global changes, click Cancel.

If you have started global changes with prompts, TermStar displays the Prompt window for every language entry to which global changes could be applied (see section 6.13.7 “Performing global changes with confirmation prompts” on page 189).
4 When TermStar has finished the global changes, it displays the Close button in the Status window together with the total number of checked and modified data records:

![Status window](image)

Fig. 6-32: Status window once the global changes are complete

Click Close to close the window.

6.13.6 Copying and moving field contents

You can transfer the contents of one field of the data record (the “source field”) into another field (the “target field”).

To do so, specify the source and target field. In addition, you can specify whether TermStar should only transfer the value if the target field is empty.

You can either move or copy the field contents:

- If you copy the contents, it remains in the source field and, after the global changes, is present in the source and target fields.
- If you move the contents, it is deleted from the source field and, after the global changes, is only present in the target field.

How do I copy or move field contents?

1 Select Processing | Global changes | Field contents | Copy or Processing | Global changes | Field contents | Move.

TermStar displays the Move/Copy field contents window:

![Move/Copy field contents window](image)

Fig. 6-33: Move/Copy field contents window
2 TermStar displays one of the following two tabs according to what you selected from the list (Copy or Move):

- **Copy** tab – TermStar copies the contents to the target field and the contents remain in the source field.
- **Move** tab – TermStar moves the contents to the target field and deletes the contents from the source field.

The structure and options in the two tabs are identical. For this reason, the following steps apply to both tabs.

3 From the **Source field** list on the left-hand side, select the field whose contents you wish to transfer.

From the list on the right-hand side, select the language of the fields whose contents you want to transfer if you have not selected a header field.

4 From the **Target field** list on the left-hand side, select the field to which you wish to transfer the contents.

From the list on the right-hand side, select the language of the field to which you wish to transfer the contents if you have not selected a header field.

5 If you only want TermStar to copy or move the content into empty fields, select **Only overwrite empty fields** from the **Additional options** section.

6 There are two ways of starting the global changes function:

- To start the global changes function with prompts, click **Copy** or **Move**.
  
  For each language entry, you can decide interactively whether the entry really should be changed or not.

- To start the global changes function without prompts, click **Copy all** or **Move all**.
  
  TermStar changes the language entries according to your settings without prompting you for confirmation.

When you start global changes, TermStar displays the **Status window** containing the following information:

- **Checked** – Number of data records TermStar has checked to see whether they should be changed.

- **Modified** – Number of data records which TermStar has modified.

If you want to cancel global changes, click **Cancel**.

If you have started global changes with prompts, TermStar displays the **Prompt window** for every language entry to which global changes could be applied (see section 6.13.7 “Performing global changes with confirmation prompts” on page 189).
6.13 Global changes

7 When TermStar has finished the global changes, it displays the Close button in the Status window together with the total number of checked and modified data records:

![Status window](image)

*Fig. 6-34: Status window once the global changes are complete*  
Click Close to close the window.

6.13.7 Performing global changes with confirmation prompts

You can start the global changes function with prompts so that TermStar displays the Prompt window (Fig. 6-35) for every language entry concerned.

**Should I start global changes with or without confirmation prompts?**

If you want TermStar to start the global changes function with prompts, click on Change, Delete, Copy or Move in the relevant tab (see sections 6.13.3 on page 182 to 6.13.6 on page 187).

If you click Change all, Delete all, Copy all or Move all instead, TermStar changes the contents without prompting the user.

TermStar could change the language entry in Fig. 6-35 on the basis of your settings.  
You can specify how TermStar should handle this language entry:

![Prompt window](image)

*Fig. 6-35: Prompt window for Find/Replace*

- **Yes** – TermStar changes the field in the data record. TermStar displays the Inquiry window for the next field it could change.
Yes to all – TermStar changes the field in this data record and the fields in all other data records which correspond to your settings and no longer prompts you.

No – TermStar does not change the field in this data record. TermStar displays the Inquiry window for the next field it could change.

Cancel – TermStar cancels the global changes function.

Details – TermStar displays the More window:

![More window](image)

Fig. 6-36: More window

In this window, TermStar displays all the data in the data record. You can use this additional information to decide how TermStar should handle this language entry.

You can close the window by clicking OK.

Password – TermStar displays the Remove password protection window:

![Remove password protection window](image)

Fig. 6-37: Remove password protection window
6.14 Quality assurance while editing

If your dictionary is password-protected, you require a password which allows you to manipulate the desired languages. You can use this window to enter your password and check whether you have the rights required.

Click **Close** to close the window.

Please refer to sections 7.3 “Protecting dictionaries with passwords” on page 201 and 6.16 “Enter password” on page 197 for more detailed information on password protection.

While you decide whether the language entries shown in the **Prompt** window should be modified or not, the **Status** window is displayed in the top left corner. It shows you how many data records have already been checked and how many have been modified.

![Status window](image-url)

*Fig. 6-38: Status window during the global changes*

### 6.14 Quality assurance while editing

#### 6.14.1 Input verification messages

As part of the quality assurance process, input verification rules can be defined to prevent invalid or incomplete entries and increase the consistency of the terminology (see section 7.5 “Creating an input verification” on page 216).

If an entry does not correspond to the input verification rules, TermStar displays the **Input Verification failed** message together with the corresponding field and error:

- **<Field name> Field must not be empty.**
  
  You need to enter contents for this field. However, you were trying to save the data record without filling in the field.

- **Regular Expression: <expression>**
  
  The field content must correspond to a certain regular expression. However, you were trying to save the data record with different content in this field.
6.14.2 Selecting from a values list

If a values list has been defined for a field (see section 7.6 on page 224), TermStar displays the **Values list** symbol at the end of the field content:

![Fig. 6-39: Symbol indicating a values list](image)

Value lists make it easier to enter field values and simultaneously ensure consistency across dictionaries. You can select predefined values from a list instead of entering values manually.

Double-click the symbol to select values from the list. Depending on the type of values list, you can select *only one* or *several* values from the list:

- **Values list without multiple selection** – You can only select one value.
- **Values list with multiple selection** – You are allowed to select as many values as you wish.

**Editable values**

Depending on the type of values list, you can either use *only* the specified values from the list or you can edit the field content:

- **Non-editable values**
  
  You are not allowed to overwrite or change the field content but only to select values from the list. If you try to enter text in this field, the cursor will automatically jump to the next field.

- **Editable values**
  
  You can edit a value you have selected from the values list or enter a new value without selecting it from the list. In doing so, you will *not* change the values list itself but only the current field content.
How do I select values from lists without multiple selection?

1. To open the values list, click the **Values list** symbol at the end of the field content (see Fig. 6-39 on page 192).
   
   TermStar displays the **Select value** window with the list of possible values:

   ![Select value window](image1)

   **Fig. 6-40: Hierarchical values list**

   If the values list contains hierarchical values, TermStar displays the lower-level values once you click on the plus sign.

2. Select the value you want to use for the field:

   ![Select value window](image2)

   **Fig. 6-41: Hierarchical values list with lower-level values displayed**

   If you want to leave the field empty, select the `<empty>` value.

3. Confirm your choice by clicking **OK**.
   
   TermStar closes the window. You can now edit the other fields in the edit mode.

How do I select values from lists with multiple selection?

1. To open the values list, click the **Values list** symbol at the end of the field content (see Fig. 6-39 on page 192).
   
   TermStar displays the window for multiple selection.
– To select a value, select it in the upper window section and click the **arrow down** symbol:

TermStar moves the value to the **Selected values** section.

– To undo a selection, select the value in the **Selected values** section and click the **arrow up** symbol:

TermStar moves the value to the upper window section.
Repeat these steps to move all values you want to use in the dictionary to the
**Selected values** section.

2 Confirm your choice by clicking **OK**.
TermStar closes the window. You can now edit the other fields in the edit mode.

### 6.15 Selecting the keyboard layout

You may have defined several so-called *input languages* in Windows to make it possible to enter text in different languages using the respective keyboard layout.

In such a case, TermStar automatically selects the correct keyboard layout for each dictionary entry.

Example: you are working on a German to English dictionary:

- When the cursor is in a German dictionary entry, TermStar selects the German keyboard layout.
- When the cursor is in an English dictionary entry, TermStar selects the English keyboard layout.

Which *input language* is currently selected can be displayed by Windows in the taskbar (Fig. 6-44) or in the Language bar (Fig. 6-45), which is located in a separate position on the desktop.

![Fig. 6-44: Windows taskbar: English is selected as the input language](image)

![Fig. 6-45: Language bar: English is selected as the input language](image)

You have the following options for selecting the keyboard layout:

- Switching automatic selection on or off
- Controlling the input language via the operating system
- Selecting an input language manually
How do I specify whether TermStar should automatically select the keyboard layout?

1. Select Edit.
2. Specify the setting for the automatic keyboard-layout selection:
   - If you want TermStar to automatically select the keyboard layout, select **Keyboard switch** in the **Miscellaneous** ribbon-bar group.

   If this setting is not selected, TermStar does not change the keyboard layout automatically, even if you have installed several input languages.

How do I control which input languages are available?

You can change the selection of input languages on offer via the operating system. TermStar can only switch between languages that you have added. The following instructions apply to Windows 7.

1. Select **Control Panel** from the Windows Start menu.
2. Under **Clock, Language, and Region**, select the link **Change keyboards or other input methods**.
3. Click the **Change keyboards...** button on the **Keyboards and Languages** tab.
4. Select the desired input languages on the **General** tab, under the section **Installed services** using Add and Remove.
5. Confirm with **OK**.

How do I select an input language manually?

You can select one of the available input languages via the operating system or switch between the different input languages using the Windows keyboard shortcut. The following instructions apply to Windows 7.

- From the Windows taskbar, select the language which Windows should use:

```
JP  Japanese (Japan)
  DE  German (Germany)
EN  English (United States)
```

Fig. 6-46: Windows taskbar: switching input language

- You can use the Windows keyboard shortcuts to switch between the different input languages.
  - By default, Windows uses the keyboard shortcut ALT (left) + SHIFT. You can change this shortcut in the Windows Control Panel.

1. Select **Control Panel** from the Windows Start menu.
2. Under **Clock, Language, and Region**, select the link **Change keyboards or other input methods**.
3. Click the **Change keyboards...** button on the **Keyboards and Languages** tab.
4 Select the option **Between input languages** in the **Hot keys for input languages** section on the **Advanced Key Settings** tab and click on the **Change Key Sequence...** button.

5 Select the desired hotkey sequence in the **Switch Input Language** section of the **Change Key Sequence** window.

6 Confirm with **OK**.

This change will apply until the next time TermStar selects the language automatically.

### 6.16 Enter password

If a dictionary is protected by a password, you can only carry out certain actions (e.g. creating a new data record, changing a language entry or printing a dictionary) if you enter the valid password. Get the password from your project manager, if necessary.

You can assign several passwords for each dictionary to release some or all of the protected actions (see section 7.3 “Protecting dictionaries with passwords” on page 201). You will therefore need one or more passwords (depending on the type of password protection assigned) before you can edit the dictionary.

**How do I enter a password?**

1 TermStar displays the **Remove password protection** window when you try to call up one of the following functions in a password-protected dictionary (Fig. 6-47):
   - Editing, adding or deleting a data record
   - Editing, adding or deleting an entry
   - Printing the dictionary
   - Importing or exporting data

![Fig. 6-47: Remove password protection window](image)

**Remove password protection** window
TermStar displays the languages which are already enabled in the **User rights** list. The checked options beneath this list show whether the functions are enabled.

2. Enter a valid password in the **Password** field to enable functions.

3. Click **Close** to close the window.

## Permissions for creating or deleting data records

You require the following permissions in order to be able to create or delete data records in a password-protected dictionary:

- **Creating a new data record**
  
  When you create a new data record, you edit the source language at least. In addition, TermStar automatically completes administration fields in the header so as to record information such as date and user.
  
  Therefore, you at least require permissions for editing the source language and the header in order to create new data records.

- **Deleting a data record** (see section 6.10.2 on page 175)
  
  When you delete a data record, you delete all its entries in all languages, with the result that the header no longer has any meaning.

  In order to delete a record, therefore, you at least require editing permissions for all languages for which there are entries in the data record. Explicit permissions for the header are *not* required: a data record without entries (i.e. with header only) makes no sense.
7 Quality assurance

7.1 Overview

TermStar provides you with a wide range of functions to ensure your work, and the translation project on the whole, is of a high quality:

- Scopes in TermStar
  When you save settings in TermStar, you can select the scope for which the settings are available (see section 7.2 on page 200).

- Protecting dictionaries with passwords
  You can protect a dictionary and thereby prevent it from being altered, printed, imported or exported (see section 7.3 on page 201).

- Specifying default values
  You can specify default values for each dictionary. TermStar automatically enters these default values when you add a new data record or entry. The default values make entering terminology easier and ensure correct entries are made (see section 7.4 on page 212).

- Creating an input verification
  Using input verification, you can specify how an entry in a particular field of the dictionary should look. In this way, you can prevent invalid or incomplete entries from being made, thereby increasing the consistency of your terminology (see section 7.5 on page 216).

- Working with values lists
  Value lists make it easier to enter field values and simultaneously ensure consistency across dictionaries. The user can select predefined values from a list instead of entering values manually (see section 7.6 on page 224).

- Changing field names
  You can rename field names and this way use specific field names for special purposes (see section 7.7 on page 238).

- Additional dictionary settings
  You can increase the manageability of a dictionary by:
  - saving multimedia files in the database
  - assigning a unique ID to data records and entries
  - log each change to data records as revision
  For detailed information on this refer to section 7.8 on page 243.

- Statistics
  In TermStar you can call up statistical data which provide you with information on the data records and entries in your dictionary (see section 7.9 on page 245).
7.2 Scopes in TermStar

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

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

Examples:
- You assign a project to a particular customer by selecting the **Customer** scope when creating the project. If you select this customer when opening projects, TermStar only displays the projects for this customer and you can quickly select the correct project.
- You wish to display specific data records in a project and to hide others. Therefore, you create a special data record filter to do this. Since you require this data record filter only for this project, you save it with the **Project** scope. In this way, you cannot use it accidentally for other projects for which the filter is not intended.

You can select the following scopes, depending on the settings to be saved:
- **Global**
  The settings are available to all users, all customers and all projects.
  TermStar saves these settings in the `config\global` folder.
- **User**
  The settings are only available to the current TermStar user. Another user cannot access the settings.
  TermStar saves these settings in the following folder:
  `config\users\<user name>`
  Example: TermStar saves the settings for the user *Carry Onn* in the `config\users\carry onn` folder.
- **Customer**
  The settings are only available for projects for the current customer or the customer selected. You cannot access the settings in projects for other customers.
  TermStar saves these settings in the following folder:
  `config\customers\<customer name>`
  Example: TermStar saves these settings for the customer *Terminus* in the `config\customers\terminus` folder.
7.3 Protecting dictionaries with passwords

- **Project**
  
The settings are only available for the current project. You *cannot* access the settings in other projects.

  TermStar saves these settings to the working folder of the project.

TermStar indicate the scopes using the following icons:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Icon]</td>
<td>Global scope</td>
</tr>
<tr>
<td>![Icon]</td>
<td>User scope</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Customer scope</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Project scope</td>
</tr>
</tbody>
</table>

*Tab. 7-1: Icons for scopes*

### 7.3 Protecting dictionaries with passwords

#### 7.3.1 Overview

You can protect a dictionary and thereby prevent it from being altered, printed, imported or exported without authorisation.

To do this, you must first assign a *master password* to the dictionary (see section 7.3.3 “Protecting a dictionary with a master password” on page 203). The master password contains all the possible rights in TermStar: whoever has the master password can carry out all actions and use all functions.

The dictionary is protected if you have assigned it a master password: A user cannot make changes to the dictionary or print, import or export it *without* the password.

You can then assign *user passwords* to the dictionary (see section 7.3.4 “Assigning user passwords” on page 204). In doing so, you can specify exactly the functions the user password allows and the languages which can be changed with the password.
7.3.2 Rights for user passwords

The master password automatically gives you all possible rights. You can specify the rights for each user password individually. The following rights are possible (Table 7-2):

<table>
<thead>
<tr>
<th>Rights</th>
<th>Abbreviation in password table</th>
<th>Action allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security</td>
<td>S</td>
<td>■ Changing, deleting and adding passwords.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>■ Deleting and renaming dictionaries.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TermStar automatically selects Administration when you select Security.</td>
</tr>
<tr>
<td>Administration</td>
<td>A</td>
<td>Changing default values, input verification, field names and general settings for the dictionary.</td>
</tr>
<tr>
<td>Export</td>
<td>E</td>
<td>Exporting data from the dictionary</td>
</tr>
<tr>
<td>Import</td>
<td>I</td>
<td>Importing data into the dictionary</td>
</tr>
<tr>
<td>Print</td>
<td>P</td>
<td>Printing the dictionary</td>
</tr>
<tr>
<td>Pack</td>
<td>x</td>
<td>Packing the dictionary</td>
</tr>
<tr>
<td>All</td>
<td>M*</td>
<td>All rights mentioned.</td>
</tr>
<tr>
<td>Languages</td>
<td>M*</td>
<td>Editing entries in the languages selected (i.e. changing, adding or deleting entries)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The right to delete data records is granted if the user has editing rights for all the languages used in the data record.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Editing rights can also be given for:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>■ Header fields (implies the right to create new data records; refer to the information in section 7.3.4 on page 204)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>■ Address data records</td>
</tr>
<tr>
<td></td>
<td></td>
<td>■ Bibliography data records</td>
</tr>
<tr>
<td>All existing (languages)</td>
<td>M</td>
<td>Editing all the languages, header fields and address and bibliography data records contained in the dictionary.</td>
</tr>
</tbody>
</table>

Tab. 7-2: Rights for user passwords
7.3 Protecting dictionaries with passwords

7.3.3 Protecting a dictionary with a master password

The first password you assign to a dictionary automatically becomes the master password. The dictionary is protected if you have assigned it a master password: A user cannot make changes to the dictionary or print, import or export it without the password.

How do I protect a dictionary with a master password?

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

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

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

   TermStar displays the dictionaries contained.

3. Select the dictionary and click Settings.

   TermStar displays the Dictionary settings window.

4. Select the User rights tab.

   The Passwords table is empty as a password has not yet been created for the dictionary:

   ![User rights tab with empty Passwords table](image)

   Fig. 7-1: User rights tab with empty Passwords table
5 Click **New** to assign a new password.

The first password you assign automatically becomes the master password.

TermStar displays the **New password** window:

![New password window](image)

*Fig. 7-2: New password window for master password*

6 Enter the master password in the **Password** field.

All rights are selected. You cannot uncheck these boxes for the master password as the master password must have all rights.

7 Save the password by clicking **OK**.

TermStar now displays the new master password with all rights in the list of passwords.

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

The dictionary is now protected with the master password. The next time the dictionary is opened, you must enter the master password before you can edit, print, pack or import/export the dictionary or open the administration dialogue and the password window.

If you wish to send the dictionary to a third party who should be able to perform certain actions only, you must assign user passwords which have certain rights only (see section 7.3.4 “Assigning user passwords” on page 204).

### 7.3.4 Assigning user passwords

If you have assigned a master password to a dictionary, you can then assign user passwords (see section 7.3.3 “Protecting a dictionary with a master password” on page 203 also). User passwords allow users to perform certain actions which you can specify.

If you send a dictionary to third parties, tell them the user password only so that they can only perform the actions the user password allows.
7.3 Protecting dictionaries with passwords

Permissions for creating or deleting data records
You require the following permissions in order to be able to create or delete data records in a password-protected dictionary:

- Creating a new data record
  When you create a new data record, you edit the source language at least. In addition, TermStar automatically completes administration fields in the header so as to record information such as date and user.
  Therefore, you at least require permissions for editing the source language and the header in order to create new data records.

- Deleting a data record (see section 6.10.2 on page 175)
  When you delete a data record, you delete all its entries in all languages, with the result that the header no longer has any meaning.
  In order to delete a record, therefore, you at least require editing permissions for all languages for which there are entries in the data record. Explicit permissions for the header are not required: a data record without entries (i.e. with header only) makes no sense.

How do I assign a new user password?

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

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

3 Select the dictionary and click **Settings**.
   TermStar displays the **Enter password** window:

   ![Enter password window]

   *Fig. 7-3: Enter password window*

   If TermStar does not display this window, you have not yet assigned a master password. Should this occur, assign a master password first (see section 7.3.3 “Protecting a dictionary with a master password” on page 203).
4 Enter either the master password or a user password which enables security actions. Confirm your entry with **OK**.

TermStar displays the following depending on the password entered:

- Master password or user password with security rights – TermStar displays the **Dictionary settings** window with the **User rights** tab and other tabs (see Fig. 7-5 on page 207).
  
  You can proceed with step 5.

- User password **without** administration rights – TermStar displays the following message:
  
  Wrong password.

  You have entered either an incorrect password or a user password which does not have sufficient rights. Close the window with **OK** and repeat step 4 using a suitable password.

- User password **without** security rights – TermStar displays the **Dictionary settings** window **without** the **User rights** tab:

  ![Dictionary settings window without User rights tab](image)

  **Fig. 7-4:** **Dictionary settings** window **without** **User rights** tab

  You have entered a user password which does not have sufficient rights. Close the window with **OK** and repeat step 4 using a suitable password.
5. In the **Dictionary settings** window, select the **User rights** tab. TermStar displays the passwords already assigned in the left-hand column of the **Passwords** table (Fig. 7-5). In the right-hand column, TermStar displays an abbreviation indicating the rights of the password. Table 7-2 on page 202 explains what the individual abbreviations mean.

6. Click **New** to assign a new password. TermStar displays the **New password** window:

7. Enter the new password desired in the **Password** field.
Select the rights for the new password (see Table 7-2 on page 202).

In the **Language** section, select the languages which the user password authorises you to edit:

- Click **Add** to add a language.

  TermStar displays the **Select language** window:

  ![Select language window](image)

  *Fig. 7-7: Select language window*

  Select one or more languages which may be edited using the password.

  If necessary, select the entries **Addresses** (for address data records), **Bibliography** (for bibliography data records) and **Header** (for header fields). Please refer to section 11.2 “Special data records for addresses and bibliography” on page 310 for more detailed information on special data records for addresses and bibliographies.

  Confirm your selection by clicking **OK**. TermStar displays the **New password** window again with the languages selected.

- To remove a language, select the language and click **Remove**.

- Select **All existing** to assign rights for editing all the existing languages, header fields and address and bibliography data records in the dictionary.

Save the new password by clicking **OK**.

TermStar displays the **Passwords** window again with the new password and the rights assigned.

Close the **Dictionary settings** window by clicking **OK**.

You have now assigned a user password. This password gives the user the rights you have assigned to the password.
7.3 Protecting dictionaries with passwords

7.3.5 Changing a password or rights in a password

You can change the password properties, i.e. change the password itself or extend or restrict the rights associated with the password.

Rights required to change password properties
You require the master password or a user password with security rights to change password properties.

You cannot change the rights for the master password as the master password must have all rights. However, you can change the master password itself.

How do I change a password or the rights in a password?
1. Select Dictionaries | Dictionaries/Databases | Manage dictionaries/databases from the resource bar.
   TermStar displays the TermStar database expert window with a list of the existing database connections.
2. To make TermStar display the dictionaries in a database, click on the plus sign next to the database.
   TermStar displays the dictionaries contained.
3. Select the dictionary and click Settings.
   TermStar displays the Enter password window.
   If TermStar does not display this window, you have not yet assigned a master password. Should this occur, assign a master password first (see section 7.3.3 “Protecting a dictionary with a master password” on page 203).
4. Enter either the master password or a user password which enables security actions. Confirm your entry with OK.
   TermStar displays the Dictionary settings window.
5. Select the User rights tab.
   TermStar displays the passwords already assigned in the left-hand column of the Passwords table. In the right-hand column, TermStar displays an abbreviation indicating the rights of the password (Fig. 7-8). Table 7-2 on page 202 explains what the individual abbreviations mean.
Select the password whose settings you want to change and click Properties. TermStar displays the Change password window:

Fig. 7-9: Change password window

Now you can make the following changes:
- Change the password itself – Enter the new password in the Password field.
- Change the rights associated with the password – Select the rights for the new password (see Table 7-2 on page 202).

The rights of the master password cannot be changed as the master password must have all rights.
7.3 Protecting dictionaries with passwords

– Change rights for editing languages – In the Languages section, select the languages which may be edited with the user password (see step 9 on page 208).

You cannot change the rights for editing languages in the master password as the master password must have rights for all languages.

Save your changes with OK.

TermStar displays the Passwords window again with the altered password.

8 Close the Dictionary settings window by clicking OK.

7.3.6 Deleting user and master passwords

You can delete a master or user password so that the rights associated with it are no longer available.

Rights required to delete a password
You require the master password or a user password with security rights to delete a password.

Deleting a master password
You can only delete the master password once you have deleted all user passwords. The dictionary is no longer protected once you have deleted the master password.

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

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

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

TermStar displays the dictionaries contained.

3 Select the dictionary and click Settings.

TermStar displays the Enter password window.

If TermStar does not display this window, you have not yet assigned a master password. Should this occur, assign a master password first (see section 7.3.3 “Protecting a dictionary with a master password” on page 203).
4 Enter either the master password or a user password which releases security actions. Confirm your entry with OK. TermStar displays the Dictionary settings window.

5 Select the User rights tab. TermStar displays the passwords already assigned in the left-hand column of the Passwords table. In the right-hand column, TermStar displays an abbreviation indicating the rights of the password (see Fig. 7-5 on page 207). Table 7-2 on page 202 explains what the individual abbreviations mean.

6 Select the password which you want to delete and click Delete. You can only delete the master password once you have deleted all user passwords. TermStar removes the password from the Passwords table.

7 Click OK to close the Dictionary settings window.

### 7.4 Specifying default values

#### 7.4.1 Overview

You can specify default values for fields in each dictionary. TermStar automatically enters these default values when you add a new data record or entry. The default values make entering terminology easier and ensure correct entries are made:

- TermStar makes the task of entering new data records and entries easier as you do not have to repeatedly enter identical values individually (e.g. source or context).
- TermStar increases the consistency of the dictionary entries as the default values prevent the same field contents from being spelled differently each time.

TermStar automatically enters the default values when you create new data records or entries. However, you always have the option of overwriting the values automatically entered. Use the input verification function if you want to specify that a field must have a specific contents (see section 7.5 “Creating an input verification” on page 216).

New default values do not affect existing dictionary entries. Use the global changes function if you want to make changes to existing dictionary entries as a whole (see section 6.13 “Global changes” on page 179).

#### Project-specific default values

In addition to the dictionary default values explained here, you can also specify default values which only apply to the current project. Please refer to section 3.5.6 “‘Default values’ project settings” on page 63 for more detailed information on this topic.
7.4 Specifying default values

7.4.2 Adding default values

How do I specify new default values?

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

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

3. Select the dictionary for which you wish to change the settings and click **Settings**.
   TermStar displays the **Dictionary settings** window.

4. Select the **Default values** tab.
   TermStar displays the default values already assigned in the table (Fig. 7-10):
   - **Field name** column – Name and language (if applicable) of the field to which the default value applies.
   - **Default value** column – Value which TermStar automatically enters for new data records or entries.

![Fig. 7-10: Default values tab with default values already specified](image)
5 Click **Add** to specify a new default value.

TermStar displays the **Add fields** window:

![Add fields window](image)

Fig. 7-11: **Add fields** window

6 From the **Fields** list, select the field for which you wish to enter a default value.

7 From the **Languages** list, select the language for which the default value should apply:

- Default value for *all* languages – *All languages* entry
- Default value for *one* language – Name of the language
- Default value for address data records – *Addresses* entry
- Default value for bibliography data records – *Bibliography* entry
- If you have selected a header field in the **Fields** list, TermStar automatically selects **Header** in the **Languages** list.

Confirm your choice by clicking **OK**.

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

8 Enter the default value required in the **Default value** field beneath the table.

Press the TAB key to record the new default value in the table.

Click **Add** again if you wish to define other default values.

9 Save the default values with **OK**.

TermStar closes the **Dictionary settings** window.

### 7.4.3 Changing existing default values

You can change any dictionary default values you have already defined.

Changed default values do not affect existing dictionary entries. Use the global changes function if you want to make changes to existing dictionary entries as a whole (see section 6.13 “Global changes” on page 179).
7.4 Specifying default values

How do I change default values?

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

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

3. Select the dictionary for which you wish to change the settings and click **Settings**.
   TermStar displays the **Dictionary settings** window.

4. Select the **Default values** tab.
   TermStar displays the default values already assigned in the table (see Fig. 7-10 on page 213):
   - **Field name** column – Name and language (if applicable) of the field to which the default value applies.
   - **Default value** column – Value which TermStar automatically enters for new data records or entries.

5. To change a default value, select the field name in the table.
   TermStar displays the existing value in the **Default value** field.

6. Overwrite the contents of the **Default value** field with the new value you require.
   Press the TAB key to accept the new value.

7. Save the default values with **OK**.
   TermStar closes the **Dictionary settings** window.

7.4.4 Deleting existing default values

You can delete any dictionary default values you have already defined.
Deleting default values does not affect existing dictionary entries.

How do I delete default values?

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

2. To make TermStar display the dictionaries in a database, click on the plus sign in front of the database.
   TermStar displays the dictionaries contained.

3. Select the dictionary for which you wish to change the settings and click **Settings**.
TermStar displays the **Dictionary settings** window.

4. Select the **Default values** tab.

TermStar displays the default values already assigned in the table (see Fig. 7-10 on page 213):

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

5. To delete a default value, select the field name from the table and click **Delete**.

6. Save the default values with **OK**.

TermStar closes the **Dictionary settings** window.

### 7.5 Creating an input verification

#### 7.5.1 Overview

Using input verification, you can specify how an entry in a particular field of the dictionary should look.

If the user adds or modifies an entry, TermStar checks whether the entry matches the input verification rules. In this way, you can prevent invalid or incomplete entries from being made, thereby increasing the consistency of your terminology.

Input verification offers you the following options:

- **Fixed value (with or without case sensitivity)**
  The user can only enter this value. TermStar does not permit any other values.

- **Regular expression**
  The user can enter all values which match the regular expression. Please refer to the Transit/TermStar NXT Reference Guide for more information on regular expressions. TermStar does not permit any other values.

  This allows you to specify a range of permitted values.

- **Permitting or disallowing empty fields**
  You can also specify whether users must always fill in the field or whether they can leave the field empty.

  This allows you to ensure that users complete entries in full.

- **Picklist (with and without multiple selection)**
  You can create picklists and assign them to individual fields.

  The user can then select one or several values from the list in the relevant field.

You can also import the input verification settings from another dictionary (see section 7.5.4 “Importing an input verification from another dictionary” on page 221).
7.5 Creating an input verification

**Quality assurance while editing**

If an entry does not correspond to the input verification rules, TermStar displays the *Input verification failed* message. Please refer to section 6.14.1 “Input verification messages” on page 191 for more detailed information on this topic.

**Default values**

Default values may be used as an alternative to input verification. TermStar automatically enters the default value in the field specified when you add a new data record or entry (see section 7.4 “Specifying default values” on page 212).

**Input verification in rapid entry**

Any fields which you have selected for input verification will be displayed in the rapid entry window. This means you can configure the rapid entry window using input verification.

Simply select the field to do this. You do not have to specify any particular contents for the field.

### 7.5.2 Adding an input verification rule

Adding an input verification rule has no effect on existing entries. Verification will only have an effect when you next edit or add an entry, i.e. then you will only be able to enter the values specified in the input verification rule.

**Checking entries when input verification has been extended/changed**

If you wish to compare existing entries against the new input verification settings, select the default data record filter *Input verification failed* (see section 5.3.2 “Default data record filters” on page 109). TermStar then displays all the entries which do not match the input verification. You can then correct these entries if necessary.
How do I add an input verification?

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

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

3. Select the dictionary for which you wish to change the settings and click **Settings**.
   TermStar displays the **Dictionary settings** window.

4. Select the **Input verification** tab.
   TermStar displays the input verification rules already assigned (Fig. 7-12):
   - **Fields** section – Name and language of the fields (if applicable) to which input verification applies.
   - **Verification** section – Rules used to check the entries for the field specified in the **Fields** section

5. Click **Add** to specify a new input verification.

![Dictionary settings: Dic1NXTintro (TermStar NXT)](image)

*Fig. 7-12: Input verification tab with input verifications already specified*
TermStar displays the **Add fields** window:

![Add fields window](image)

**Fig. 7-13: Add fields window**

6 From the **Fields** list, select the field for which you wish to specify an input verification.

7 From the **Languages** list, select the language to which the input verification should apply:
   - Input verification for **all** languages – All languages entry
   - Input verification for **one** language – Name of the language
   - If you have selected a header field in the **Fields** list, TermStar automatically selects **Header** in the **Languages** list.

Confirm your choice by clicking **OK**.

TermStar displays the **Input verification** tab again with the field selected.

8 In the **Verification** section, specify how TermStar should check the information entered in the field:
   - **None** – TermStar does not check the field when the information is being entered.
   - Select this option if this is to be a mandatory field but you do not want to specify a particular value. In this case, ensure that the **Empty fields permitted** option is not checked.
   - You can also use this option if TermStar should display the field for the rapid entry (see section 6.2.4 “Using the rapid entry function” on page 140), but no specific contents should be specified.
   - **Values list** – The user can select values from a values list when making the entry.
   - From the list of **values lists**, select the values list which applies to the field. Please refer to section 7.6 “Working with values lists” on page 224 for more information on this topic and on the **Editable** and **Multiple selection** options.
   - **Reg. expression** – TermStar checks whether the information entered by the user corresponds to the regular expression or the fixed value.
   - In the field to the right of **Reg. expression**, enter the expression or fixed value TermStar should check. Please refer to the Transit/TermStar NXT Reference Guide for more information on regular expressions.
If you wish the search to be case-sensitive, select the **Match case** option.

- **Empty fields permitted** – TermStar allows the user not to fill in the field.
  
  Make sure that the **Empty fields permitted** option is not checked if an entry in this field should be compulsory.

- **Hide in Rapid entry dialog** – TermStar allows the user the option to stop the field from appearing during rapid entry.
  
  If you do not want TermStar to display the field in the Rapid entry dialog as an additional entry field, select **Hide in Rapid entry dialog**.

Press the TAB key to record the new input verification.

Click **Add** to specify other input verification rules.

9  **Save the input verification with OK.**

TermStar closes the **Dictionary settings** window.

### 7.5.3 Changing the input verification

Editing the input verification rule has no effect on *existing* entries. Verification will only have an effect when you next add or edit an entry, i.e. then you will only be able to enter the values specified.

**How do I change the input verification?**

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

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

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

   TermStar displays the dictionaries contained.

3  Select the dictionary for which you wish to change the settings and click **Settings**.

   TermStar displays the **Dictionary settings** window.

4  Select the **Input verification** tab.

   TermStar displays the input verification rules already assigned (Fig. 7-12 on page 218):

   - **Fields** section – Name and language of the fields (if applicable) to which input verification applies.

   - **Verification** section – Rules used to check the entries for the field specified in the **Fields** section

5  To change an input verification, select the field name.

   TermStar displays the existing settings in the **Verification** section.
7.5 Creating an input verification

6. Change the settings for the verification in the **Verification** section (see step 8 on page 219).
   Press the TAB key to accept the new settings.

7. Save the input verification with **OK**.
   TermStar closes the **Dictionary settings** window.

### 7.5.4 Importing an input verification from another dictionary

You can import the input verification from another TermStar dictionary. This allows you to ensure that input verification rules are the same across all dictionaries and therefore the structure of your dictionaries is standardised.

When importing, you can specify the fields whose input verification rules TermStar should import. If you want *alter* input verification rules to be imported, first import the input verification rules unchanged. Then you can change the settings as explained in section 7.5.3 “Changing the input verification” on page 220.

**How do I import input verification rules from another dictionary?**

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

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

3. Select the dictionary for which you wish to change the settings and click **Settings**.
   TermStar displays the **Dictionary settings** window.

4. Select the **Input verification** tab.
   TermStar displays the input verification rules already assigned (Fig. 7-12 on page 218):
   - **Fields** section – Name and language of the fields (if applicable) to which input verification applies.
   - **Verification** section – Rules used to check the entries for the field specified in the **Fields** section

5. Click **Apply** to import the input verification rules from another dictionary.
TermStar displays the Select dictionary window with a list of the existing dictionaries:

![Select dictionary window](image)

Fig. 7-14: Select dictionary window

6. Select the dictionary from which you wish to take the input verification settings. Confirm your choice by clicking **OK**.

TermStar displays the Apply an existing input verification window (Fig. 7-15).

- **Fields** list – TermStar does not take the input verification from these fields.
- **Apply** list – TermStar takes the input verification from these fields.

![Apply an existing input verification window](image)

Fig. 7-15: Apply an existing input verification window

If you select a field name, TermStar displays the input verification settings in the **Check** section. The **Check** section is not active as it only serves for display purposes here.
7 Specify the input verification rules TermStar should take:

- To take an input verification rule, select the rule in the **Fields** list and click `>>`. TermStar moves the input verification to the **Apply** list.
- If you do *not* want to import an input verification rule, select the rule in the **Apply** list and click `<<`. TermStar moves the input verification to the **Fields** list.

There may be conflicts if input verification rules have already been set for your dictionary:

- TermStar displays the following message if an input verification rule for the field already exists in your dictionary:
  
  Such an input verification already exists. Overwrite?

You have the following options:

**Yes** – TermStar imports the input verification rule and overwrites the existing input verification in your dictionary.

**No** – TermStar does *not* import the input verification rule.

- TermStar displays the following message if the input verification rule uses a values list and a values list with the same name already exists in your dictionary:
  
  The values list used for this input verification already exists. Do you want to overwrite it?

You have the following options:

**Yes** – TermStar imports the input verification and the values list. In doing so, TermStar overwrites the existing values list in your dictionary.

**No** – TermStar only imports the input verification without overwriting the existing values list in your dictionary.

**Cancel** – TermStar imports neither the input verification nor the values list.

8 Once you have moved all the input verification rules you want to import to the **Apply** list, confirm your choice by clicking **OK**.

TermStar takes the input verification and displays it in the **Input verification** tab in the **Dictionary settings** window.

9 Save the input verification with **OK**.

TermStar closes the **Dictionary settings** window.
7.6 Working with values lists

7.6.1 Overview

Value lists make it easier to enter field values and simultaneously ensure consistency across dictionaries. The user can select predefined values from a list instead of entering values into the fields manually.

You have the following options when creating a values list:

- Monolingual or multilingual list
  
  You can specify whether the values in the list are the same for all languages (e.g. for gender or project name) or are translated into the languages of the dictionary (e.g. for generic terms or country names).

- Hierarchical structure
  
  You can create lists with values on several levels.
  
  Example:
  
  coloured
  - blue
  - green
  - red
  grey
  white
  black

- Single or multiple selection
  
  You can specify whether the user can select just one or several values from the list for each field.

- Editable values lists
  
  You can determine whether the user can also enter values which are not in the list (editable values list) or whether they are tied to the specifications of the values list (non-editable values list). Please note that while the editable values list does allow the user to enter values which differ from those in the list, this does not mean that these are added to the original list.

If you want TermStar to use the values list for a specific field, create an input verification for this field and assign the values list to the field (see section 7.5 “Creating an input verification” on page 216).

TermStar can collect field contents from the dictionary to make creating values lists easier (see section 7.6.3 “Collecting values for the values list” on page 227). In this way, TermStar automatically creates the values list.
7.6 Working with values lists

Quality assurance while editing

If a values list has been defined, TermStar displays the **Values list** symbol at the end of the field content (Fig. 7-16). You can use the symbol to select the values.

![Fig. 7-16: Symbol indicating a values list](image)

Please refer to section 6.14.2 “Selecting from a values list” on page 192 for more detailed information on this topic.

Default values

Default values may be used as an alternative to values lists. TermStar automatically enters the default value in the field specified when you add a new data record or entry (see section 7.4 “Specifying default values” on page 212).

7.6.2 Creating a new values list

If you want to create a new values list, first create an empty values list with the required properties. Then edit the values list and enter the values for the values list manually (see section 7.6.4 “Editing a values list” on page 230).

Collecting values for the values list

TermStar can also automatically create and fill in a new values list by writing the field contents from the dictionaries to a values list. Please refer to section 7.6.3 “Collecting values for the values list” on page 227 for more detailed information.

How do I create a new, empty values list?

1. Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.
   TermStar displays the **TermStar database expert** window with a list of the existing database connections.
2. To make TermStar display the dictionaries in a database, click on the plus sign next to the database.
   TermStar displays the dictionaries contained.
3. Select the dictionary for which you wish to change the settings and click **Settings**.
   TermStar displays the **Dictionary settings** window.
4 Select the **Input verification** tab.
5 Click **Values list**.
   TermStar displays the **Values lists** window:
   
   ![Values lists window](image)
   
   Fig. 7-17: **Values lists** window

6 Click **New** to create a new values list.
   TermStar displays the **New values list** window:
   
   ![New values list window](image)
   
   Fig. 7-18: **New values list** window

7 Enter a name for the values list in the **Values list name** field. You use this name to select the values list later in the input verification (see section 7.5.2 “Adding an input verification rule”, step 8 on page 219).
8 Specify the properties of the values list:
   - **Monolingual** – The values in the list are identical in all languages.
   - **Multilingual** – TermStar displays the values in the list corresponding to the language of the entry.

   For multilingual lists, you must specify the **Main language** in which you create the list. Then translate the values into the individual languages. TermStar displays the values in the main language if there is no translation for a language or a value.

**The value list type can only be defined at creation**

The type of a value list, i.e. whether it is monolingual or multilingual (as well as the main language of a multilingual values list) can only be selected at the time when the respective values list was created. This property cannot be changed at a later date; the **Type of values list** section is displayed greyed-out in the **Values list properties** window.

   - **Dictionary** – The values list applies to the dictionary selected only.
   - **Database** – The values list applies to all the dictionaries in the database.
   - **Separator for levels** – Character TermStar uses to separate the individual levels in hierarchical values lists.
   - **Multi-separator** – Character TermStar uses to separate the entries selected for multiple selection.

9 Confirm your settings with **OK**.
TermStar displays the **Edit values list** window.

10 Edit the values list as explained in section 7.6.4 “Editing a values list” on page 230.

   Do not forget to save the values list after editing it (see section 7.6.10 “Saving the values list” on page 236).

   For multilingual values lists, translate the values in the list (see section 7.6.11 “Translating multilingual values lists” on page 237).

**7.6.3 Collecting values for the values list**

TermStar can collect field contents from the dictionary to make creating values lists easier. In this way, TermStar automatically creates the values list.

To do this, select the field for which you wish to create a values list. Then select the dictionaries whose values you wish to add to the list.

TermStar searches through these dictionaries looking for values in the field specified and collects them in the new values list.
Separators are taken into account

A field can contain more than one value (hierarchical levels or multiple entries) which are separated by separators.

TermStar also takes these values into account when collecting values for a values list. As the separator, TermStar uses the characters you specified for the values list (step 8 on page 227).

Examples:

- If the colon (:) has been specified as the separator for levels, TermStar uses the entry `Computer:Hardware` to generate the value `Computer` with the lower-level value `Hardware`.
- If the semicolon (;) has been specified as the separator for multiple entries, TermStar uses the entry `Computer;Translation memory` to generate two values (`Computer` and `Translation memory`) on the same hierarchical level.

How do I collect values for a values list?

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

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

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

   TermStar displays the dictionaries contained.

3. Select the dictionary for which you wish to change the settings and click Settings.

   TermStar displays the Dictionary settings window.

4. Select the Input verification tab.

5. Click Values list.

   TermStar displays the Values list window.

6. Click Collect to collect values for a new values list.
TermStar displays the **Collect from field** window:

![Collect from field window](image)

**Fig. 7-19: Collect from field window**

7. From the **Field** list, select the field from which TermStar should collect the values.

8. In the **Dictionaries** section, specify the dictionaries whose values you want to write to the list.
   - To do this, select the dictionary from the **Available** list and click >>>.
     TermStar moves the dictionary to the **Selected** list.
   - If you do not want to take values from a dictionary, select the dictionary from the **Selected** list and click <<.
     TermStar moves the dictionary to the **Available** list.

TermStar collects the values from all the dictionaries in the **Selected** list.

9. If you have not selected a header field, go to the **Languages** section and specify the entries from which TermStar should collect the values:
   - Select **All languages** if you want TermStar to collect the values from all the entries in the dictionary.
   - If TermStar is to collect the values of a specific language, select the language from the list.
     Select **Include language variants** if you want TermStar to collect the values from all the language variants of the language selected. In this way, TermStar collects values in US, UK and Australian English, for example.

10. Confirm your entries with **OK**.
    TermStar displays the **New values list** window.

11. Now you can specify the name and settings for the new values list as explained in section 7.6.2 “Creating a new values list” from step 7 on page 226 onwards.
7.6.4  Editing a values list

You can edit a values list as follows:

- Adding a value to a values list (section 7.6.5 on page 232)
- Changing a value in a values list (section 7.6.6 on page 234)
- Deleting a value from a values list (section 7.6.7 on page 234)
- Moving values within a values list (section 7.6.8 on page 235)
- Sorting values within a values list alphabetically (section 7.6.9 on page 235)

To do this, you must work in the Edit values list window. If you create a new values list, TermStar automatically displays the Edit values list window (see section 7.6.2 on page 225). If you want to edit an existing values list, open the Edit values list window as explained on page 230.

Once you have changed the values list, save it so that you can keep the changes (see section 7.6.10 “Saving the values list” on page 236).

If you are editing a multilingual list and have entered all the required values, you can then translate the list for the different languages as explained in section 7.6.11 “Translating multilingual values lists” on page 237.

How do I open the Edit values list window to edit a values list?

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

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

3. Select the dictionary for which you wish to change the settings and click Settings.
   TermStar displays the Dictionary settings window.

4. Select the Input verification tab.

5. Click Values list.
TermStar displays the **Values list** window with the existing values lists:

![Values lists window](image)

**Fig. 7-20: Values lists window**

6 Select the values list you wish to edit and then click on **Edit**.

TermStar displays the **Edit values list** window. The structure of the window depends on whether the selected values list is monolingual or multilingual (Fig. 7-21 – monolingual values list; Fig. 7-22 – multilingual values list).

![Edit values list window](image)

**Fig. 7-21: Edit values list window for a monolingual values list**
You can edit the values in the same way in both windows:

- Adding a value to a values list (section 7.6.5 on page 232)
- Changing a value in a values list (section 7.6.6 on page 234)
- Deleting a value from a values list (section 7.6.7 on page 234)
- Moving values within a values list (section 7.6.8 on page 235)
- Sorting values within a values list alphabetically (section 7.6.9 on page 235)

For multilingual values lists, you work in the left-hand section of the window (in Fig. 7-22 under **Main language**).

### 7.6.5 Adding a value to a values list

You work in the **Edit values list** window when you want to add a value to a values list. Please refer to section 7.6.4 “Editing a values list” on page 230 for information on how to open the **Edit values list** window.

The **Edit values list** window displays the hierarchical structure of the values list (Fig. 7-23):

- **Base level**
  
  The top level is called the “**base level**”. It does not appear in the dictionary and you cannot assign it a name.

  A new values list contains this base level only.
Other levels

Existing values lists contain other entries in various levels (example in Fig. 7-23: coloured value in the 1st level; lower-level entries red, green and blue in the 2nd level).

How do I add values?

1. In the Edit values list window, select the value to which you want to assign the new lower-level value.
   
   If you want to add the first value for a new values list, you must select the base level as no other values are available.

2. Click New to add the new value.
   
   TermStar displays the New value window:

   ![New value window](image)

   Fig. 7-24: New value window

3. Enter the new value in the Value: field and confirm your entry by clicking OK.

   TermStar adds the value to the values list.

You can now add, change, delete or move additional values. Do not forget to save the values list (see section 7.6.10 “Saving the values list” on page 236).

Translate the entries for multilingual values lists (see section 7.6.11 “Translating multilingual values lists” on page 237).
7.6.6 Changing a value in a values list

You work in the Edit values list window when you want to change a value in a values list. Please refer to section 7.6.4 “Editing a values list” on page 230 for information on how to open the Edit values list window.

How do I change a value?

1. In the Edit values list window, select the value which you want to change.
2. Click Edit to change the value.
   TermStar displays the Modify value window with the current value:

   ![Fig. 7-25: Modify value window](image)

3. Enter the new value in the Value: field and confirm your entry by clicking OK.
   TermStar changes the value in the values list.

Do not forget to save the values list (see section 7.6.4 “Editing a values list” on page 230).

You may also have to change the translation of the value for multilingual values lists (see section 7.6.11 “Translating multilingual values lists” on page 237).

7.6.7 Deleting a value from a values list

You work in the Edit values list window when you want to delete a value from a values list. Please refer to section 7.6.4 “Editing a values list” on page 230 for information on how to open the Edit values list window.

How do I delete a value from the values list?

1. In the Edit values list window, select the value which you want to delete.
2. Click Delete to delete the value.
   TermStar displays the following message:
   Are you sure you want to delete the selected value?
3. Click Yes to confirm the message.
   TermStar displays the following message:
   All references to this value will be removed. Continue?
4 Click Yes to confirm the message.
TermStar deletes the value from the values list.

Do not forget to save the values list (see section 7.6.10 “Saving the values list” on page 236).

### 7.6.8 Moving values within a values list

You work in the Edit values list window when you want to move a value in a values list. Please refer to section 7.6.4 “Editing a values list” on page 230 for information on how to open the Edit values list window.

**How do I move a value?**

1. In the Edit values list window, select the value which you want to move.
2. Keep the mouse button pressed to use the cursor to move the value to another value:

   - Moving without the CTRL button – TermStar moves the value to the same hierarchical level and sorts it after the value to which you have moved it.
   - Moving with the CTRL button – TermStar moves the value one hierarchical level lower and sorts it beneath the value to which you have moved it.
3. Release the mouse button.

Do not forget to save the values list (see section 7.6.10 “Saving the values list” on page 236).

### 7.6.9 Sorting values within a values list alphabetically

You can sort values in a monolingual values list alphabetically. This way you can make an extensive values list more clear and edit it more efficiently.

It is possible to sort only the sub-values of a specific value.

**Alphabetical sorting depends on source language of project**

For TermStar to sort values in the values list correctly, the source language of the project must comply with the language of the values list.
You work in the Edit values list window when you want to sort the values of a values list alphabetically. Please refer to section 7.6.4 “Editing a values list” on page 230 for information on how to open the Edit values list window.

How do I sort the values of a values list alphabetically?

1. In the values list, select a value whose subvalues you want to sort alphabetically. If you want to alphabetically sort the entire values list, select the base level.
2. In the Sort values section of the Edit values list window, select one of the following options:
   - 1st sublevel – TermStar sorts only the values of the 1st sublevel (below the selected value) alphabetically.
   - All sublevels – TermStar sorts the values of all sublevels (below the selected value) alphabetically.
3. In the following message, confirm that you want to sort the values. Do not forget to save the values list (see section 7.6.4 “Editing a values list” on page 230).

7.6.10 Saving the values list

If you have changed the values list, save it so that you can access the changed list at a later stage.

You have two options here:

- Save – TermStar saves the values list under the same name and overwrites your old values list.
- Save under a new name – TermStar saves the values list under a new name. You create a new values list in this way and your old values list remains unchanged.

You can save the values list in the Edit values list window (see section 7.6.4 “Editing a values list” on page 230).

How do I save the values list?

1. In the Edit values list window, select one of the following options.
   - OK – TermStar saves the values list and closes the Edit values list window.
   - Save – TermStar saves the values list without closing the Edit values list window.
   - Save as – TermStar saves the values list under a new name.
7.6 Working with values lists

TermStar displays the **Save values list as** window:

![Fig. 7-27: Save values list as window](image)

Enter a name for the values list and click **OK** to confirm your entry. TermStar saves the values list.

### 7.6.11 Translating multilingual values lists

Once you have edited the **structure** of a multilingual values list in the main language (see section 7.6.4 “Editing a values list” on page 230 and subsequent sections), you can then translate the values. In this way, TermStar displays the values in the dictionary in the language of the entry selected.

To translate the multilingual values list, you must work in the **right-hand** section of the **Edit values list** window (under **Current language**):

![Fig. 7-28: Edit values list window with translated values](image)

Please refer to section 7.6.4 “Editing a values list” on page 230 for information on how to open the **Edit values list** window.
How do I translate a values list?

1. From the **Current** list in the **Edit values list** window, select the language into which you want to translate the values.
2. Select the value you want to translate in the **right-hand** section under **Current**.
3. Click **Edit** to change the value. TermStar displays the **Modify value** window with the current value:

   ![Fig. 7-29: Modify value window](image1)

4. Enter the translation in the **Value:** field and confirm your entry by clicking **OK**. TermStar changes the value in the values list.

Do not forget to save the values list (see section 7.6.4 “Editing a values list” on page 230).

### 7.7 Modifying field names

#### 7.7.1 Overview

TermStar uses specified field names for the fields. If required, you can change the fields names without influencing the operation of the fields.

This is practical when you want to use certain fields (e.g. User1, User2) for specific purposes. By clearly naming the fields, the user recognises what the fields are used for.

You can change field names for language and input fields for all languages or for certain languages:

- If you change field names for all languages, TermStar shows the same field name for all languages (section 7.7.2 “Changing field names for all languages” on page 239).
- If you change the field names for a specific language, TermStar shows the field name according to the language of the input (section 7.7.3 “Changing field names for specific languages” on page 239).

If you have changed field names, you can also return them to the original TermStar field name (section 7.7.4 “Resetting changed field names” on page 240). Furthermore, you can add changed field names from other dictionaries (section 7.7.5 “Transferring field names from other dictionaries” on page 242).
7.7 Modifying field names

Display of field names in TermStar
Make sure the fields whose names you have changed are displayed in the dictionary layout.

For information on adjusting a dictionary layout, refer to chapter 8 “Customising layouts” in the Transit/TermStar NXT Reference Guide.

7.7.2 Changing field names for all languages

How do I change field names for all languages?

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. Click on the plus sign next to a database name to make TermStar display the dictionaries in a database.
   TermStar then shows the dictionaries in the database.

3. Select the dictionary whose field name you wish to change and click on Settings.
   TermStar displays the Dictionary settings window.

4. Select the Field names tab.
   TermStar displays a table with field names:
   - Standard field name column – original field names
   - User-defined field name column – changed field names

5. To specify a new field name for a field, select the field and enter the new name in the User-defined field name field.
   Press the TAB key so that TermStar shows the new name in the User-defined field name column.

6. Confirm your changes with OK.
   TermStar closes the Dictionary settings window and applies the changed field names.
   Click Cancel to exit the TermStar database expert.

7.7.3 Changing field names for specific languages

You can prepare a dictionary for users with different native languages by specifying separate field names for each language.
How do I change field names for a certain language?

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

2. Click on the plus sign next to a database name to make TermStar display the dictionaries in a database.
   TermStar then shows the dictionaries in the database.

3. Select the dictionary whose field name you wish to change and click on **Settings**.
   TermStar displays the **Dictionary settings** window.

4. Select the **Field names** tab.
   TermStar displays a table with field names:
   - **Standard field name** column – original field names
   - **User-defined field name** column – changed field names

5. To specify a new field name for a field, select the field and enter the new name in the **User-defined field name** field.

6. To specify a field name for a certain language, click on **Add**.
   TermStar displays the **Add fields** window.
   - From the **Fields** list, select the field whose name you want to change.
   - From the **Languages** list, select the language for which you want to change the field name.
   - Confirm your selection with **OK**.
   TermStar closes the **Add fields** window and shows the field in the table of the **Field names** tab.

7. To specify a new field name for a field, select the field and enter the new name in the **User-defined field name** field.
   Press the TAB key so that TermStar shows the new name in the **User-defined field name** column.

8. Confirm your changes with **OK**.
   TermStar closes the **Dictionary settings** window and applies the changed field name in the specified language.

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

### 7.7.4 Resetting changed field names

If you have changed field names, you can also return them to the original TermStar field names.
How do I return the field name back to its original name?

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

2. Click on the plus sign next to a database name to make TermStar display the dictionaries in a database.
   TermStar then shows the dictionaries in the database.

3. Select the dictionary whose field name you wish to reset and click on **Settings**.
   TermStar displays the **Dictionary settings** window.

4. Select the **Field names** tab.
   TermStar displays a table with field names:
   - **Standard field name** column – original field names
   - **User-defined field name** column – changed field names

5. To return the changed field name for a field to its original name, select the field name and click on **Delete**.
   TermStar removes the changed name from the **User-defined field name** column.

6. Confirm your changes with **OK**.
   TermStar closes the **Dictionary settings** window and starts using the original field name again.

7. Click **Cancel** to exit the TermStar database expert window.
7.7.5 Transferring field names from other dictionaries

You can transfer renamed field names from another dictionary. This means, for example, that you use the same renamed field names for all dictionaries.

How do I transfer field names from another dictionary?

1. Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.
   TermStar displays the **TermStar database expert** window with a list of the existing databases.
2. Click on the plus sign next to a database name to make TermStar display the dictionaries in a database.
   TermStar then shows the dictionaries in the database.
3. Select the dictionary from which you want to transfer the field names and click on **Settings**.
   TermStar displays the **Dictionary settings** window.
4. Select the **Field names** tab.
5. To transfer field names from another dictionary, click on **Take**.
   TermStar displays a list of all existing dictionaries.
6. Select the dictionary from which you want to transfer the field names and confirm your selection with **OK**.
   TermStar displays the field names of the dictionary so that you can check them.
7. Decide whether you want to take over the displayed field names:
   - Click on **OK** to take over all names.
   - Click on **Cancel** if you do not want to take over the field names.
   TermStar takes over the field names.
   If you have already changed field names in the target dictionary, TermStar displays a prompt for each field asking whether it should overwrite the field names that have already been changed.
8. You decide, if necessary for each field, whether TermStar should overwrite the field names that have been changed.
   TermStar now shows the new names in the **User-defined field name** column.
9. Confirm your changes with **OK**.
   TermStar closes the **Dictionary settings** window and applies the changed field name in the specified language.
10. Click **Cancel** to exit the TermStar database expert.
7.8 Additional dictionary settings

You can protect your dictionaries via passwords, define default values and create input verifications, value lists and user-defined field names. Additionally TermStar provides you with the following dictionary settings:

- **Multimedia file access** section
  
  You can define how TermStar accesses multimedia files that you insert into a dictionary:

  - **Relative path**
    
    All multimedia files are in a folder or its subfolders.
    
    *Example:* The files are in the `C:\Transit\multimedia` folder. As relative path, you define the `C:\Transit\multimedia` path.
    
    When you insert a file from this folder, TermStar saves only the name of the file (and, if required, of the subfolder).
    
    *Example:* For the file `C:\Transit\multimedia\graphics\bank.bmp`, TermStar saves `graphics\bank.bmp`.
    
    When you move the multimedia files to another drive, you just have to modify the relative path.
    
    *Example:* You move the multimedia file to `D:\doku\multimedia`. In this case, you adjust the relative path for multimedia file access to `D:\doku\multimedia`.

  - **Absolute path**
    
    The multimedia files are in different folders so that TermStar requires the full access path for each multimedia file.
    
    *Example:* `C:\Transit\graphics\bitmap\bank.bmp`.
    
    When you move the multimedia files, you have to adjust the access path for each file.

  - **Save in database**
    
    TermStar saves all newly added multimedia files additionally in the database in which the dictionary is saved.

- **Cross-reference separator**

  You can specify how cross-references to different entries are separated from each other in the **Cross-reference** field.

  By default, the semicolon (;) is defined as cross-reference separator.

- **Additional sort field**

  You can select a field that determines the alphabetical / numerical sorting of identical terms.

- **Track changes** section

  - **Log changes as revisions**
    
    Select this option if you want TermStar to log all changes to data records.
For this option, we recommend to activate the option in the **Create unique identifiers (GUIDs)** section and, if necessary, subsequently create GUIDs for all entries and data records.

- **Create unique identifiers (GUIDs) section**
  - **For new entries**
    Select this option if you want TermStar to create a unique ID (entry GUID) for each new language or subentry.
  - **For new data records**
    Select this option if you want TermStar to create a unique ID (data record ID) for each new data record.

**GUID • Globally Unique Identifier**

By means of the GUID, each data record and entry can be clearly identified. This facilitates the comparison and synchronisation of dictionaries that are edited by multiple users.

If the dictionary already contains data records and entries, TermStar can also create GUIDs for them subsequently.

---

**How do I specify the additional dictionary settings?**

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

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

3. Select the dictionary for which you wish to change the settings and click **Settings**.
   TermStar displays the **Dictionary settings** window.
4 Select the **Miscellaneous** tab:

![Dictionary settings window, Miscellaneous tab](image)

5 Select the desired settings and confirm your selection with **OK**.

- If you have selected an option in the **Create unique identifiers (GUIDs)** section, TermStar will ask you if it should add GUIDs for existing data records and entries.
  
  Specify that by clicking **Yes** or **No**.
  
  TermStar closes the **Dictionary settings** window.

**GUIDs can be deleted again**

If you deactivate the options in the **Create unique identifiers (GUIDs)** section again, TermStar stops creating GUIDs for newly added data records and/or entries.

You can also decide if TermStar should delete all existing data record and/or entry GUIDs.

Take into account that deleting the GUIDs is irreversible. You may create new GUIDs but these GUIDs are not compatible with the previous GUIDs.

---

**7.9 Statistics**

In TermStar, you can use the Report Manager to generate current statistics about the data records and entries in your dictionaries:

It will provide you with information about the following values:
Quality assurance

- Number of all data records and language entries contained.
- Number of filtered data records and language entries
- Used fields and maximum number of language entries per data record and subentries per language entry

You can choose whether TermStar consults all project dictionaries or the active dictionary for the report. If you need a separate statistics for one of the project dictionaries, first open it in its own window (see instructions “How do I open a project dictionary additionally in a separate tab?” on page 68).

**How do I create the statistics?**

1. Select **Statistics** and specify, in the **Dictionaries** group, which data TermStar should call on to produce its report:
   - **Project** – TermStar accesses all the data records in all project dictionaries.
   - **Active** – TermStar accesses the individual dictionary that is currently active.

   TermStar displays the **TermStar Report Manager** window:

   ![TermStar Report Manager window](image)

   **Fig. 7-31: TermStar Report Manager window**

2. In the **Regard data records** section, specify whether TermStar should take your current filter settings into account:
   - **All data records** – TermStar calculates the number of *all* the data records and language entries in the dictionary.
   - **Only filtered data records** – TermStar only calculates the number of *filtered* data records and language entries in the dictionary.
In this way, you use a data record filter to determine how many data records and entries match the filter criteria (also see section 5.3 “Filtering data records” on page 108).

3 In the Report based on section, specify which units TermStar should take into account for the report:
   - **Data records** – TermStar calculates the number of all the data records and language entries in the dictionary.
   - **Fields** – TermStar determines which fields are used as well as the maximum number of language entries per data record and subentries per language entry.

You need this information to create an export definition for the dictionary export to the Excel or CSV format.
You can save the results of this report directly as an export definition or create the export definition manually with the help of this report.

4 Select Update.

TermStar displays the result of the report according to your selection in the Report based on section:

**Data records** – TermStar displays the number of all available data records and language entries for the individual languages of the dictionary:

**Fields** – TermStar calculates – separately for each language – the maximum number of entries in a data record, the maximum number of subentries (abbreviation, alternative, etc.) in an entry, the used language fields as well as which entry and subentry fields have at least been used once (each marked with “x”).

*Fig. 7-32: TermStar Report Manager window with the values calculated for the data records*
In the **Header fields** section, TermStar displays which “non-language fields” have been used:

![TermStar Report Manager window with the values calculated for the fields](image)

**Fig. 7-33: TermStar Report Manager window with the values calculated for the fields**

5. To save the report, click **Save**. TermStar saves the results as a text file or an Excel file.

**Report based on fields as a basis for export definition**

You can save the results of the report based on fields as an export definition for the full export of the dictionary to the Excel or CSV format (see the “TermStar - Import/Export” manual).

To do so, click on **Save** with the CTRL key pressed.

6. Click **Close** to close the window.
8 Printing a dictionary

8.1 Overview

There are various functions in TermStar for printing dictionaries:

- **Printer setup**
  
  Use this function to specify the printer and special settings for the printer selected (see section 8.2 on page 249).

- **Page setup**
  
  Page setup is where you can specify the page layout to be used to print the dictionaries – e.g. margins, headers and footers, columns. Please refer to the Transit/TermStar NXT Reference Guide for information about how to configure the page setup.

- **Specifying the printing range and appearance of the dictionary to be printed**
  
  You can specify dictionary layouts and filters which TermStar should use when printing (see section 8.3 on page 250).

If, instead of printing out a hard copy, you want to generate a PDF file, you still use the Print function but with a “virtual printer”. Please refer to section 8.4.1 “Generating PDF files” on page 252 for more detailed information.

**Alternative to printing: save contents of dictionary as user-defined**

TermStar can also save the contents of a dictionary as user-defined in an ASCII, ANSI or Unicode text file. You can then open, edit, format and print this file in a word processing program. The “TermStar - Import/Export” manual provides you with more detailed information on this topic.

8.2 Printer setup

You can print out the dictionaries on any printer installed in your Windows environment. You will have to make various settings depending on the printer model.

**How do I set up the printer?**

1. Click the **TermStar button** and then select **Print**.
Printing a dictionary

TermStar displays the **Printing** window:

![Printing window](image)

2 Select **Printer setup**.

TermStar displays the **Printer Setup** window.

3 From the **Name** list, select the printer to which you want to print.

4 Select the paper size, source and orientation.

5 Click **Properties** to specify special settings for the printer.

   The settings which are available depend on your printer and are independent of TermStar. If necessary, refer to your Windows or printer manual.

6 Confirm your settings with **OK**.

### 8.3 Specifying the printing range and appearance of the dictionary to be printed

Printing is WYSIWYG ("what you see is what you get"). TermStar prints the dictionaries as they are displayed on the screen:

- TermStar prints the contents of the active window.

  If TermStar displays several dictionaries in this window, these will be printed as one dictionary.

- TermStar uses the standard layout to print.

  TermStar always uses the standard layout when printing. This means that TermStar prints the dictionary as it appears in the left-hand side of the dictionary (see section 9.4.3 “Switching between dictionary views” on page 271).
8.4 Start printing

Apply the required filter if you want to filter the dictionary entries (see section 5.3 “Filtering data records” on page 108).

As the standard layout, select the layout which should be used for printing the dictionary (see section 9.4.3 “Switching between dictionary views” on page 271).

Once you have set up the printer, you can now start printing.

How do I print the dictionaries?

1. Click the TermStar button and then select Print.
   TermStar displays the Printing window. TermStar displays the active printer in the Printer section (Fig. 8-1).

2. Specify the printer:
   - If you want to use a different printer, click Printer setup. Please refer to section 8.2 “Printer setup” on page 249 for more information about how to set up the printer.
   - If you want to print to a file instead of printing out on the printer, select the Print to file checkbox. Windows then captures the data that would normally be sent to the printer and saves it to a file instead. This print file is a text file containing printing instructions and does not contain a view of the print output.
     
     Please note: the option Print to file does not generally serve any purpose if you are generating a PDF file using a virtual printer. Please refer to section 8.4.1 “Generating PDF files” on page 252 for more detailed information.

3. In the Print data records section, select the entries to be printed. You have the following options here:
   - All data records – TermStar prints the entire dictionary.
   - From letter … to – TermStar prints a range of letters in the dictionary.
     
     In the fields enter the first and last initial letters of the entries which should be printed.
Printing a dictionary

- **Current data record only** – TermStar only prints the data record that is currently selected.

4 If TermStar should use the active data record filter to filter the entries, select the **Use active filter** option.

TermStar then applies the active data record filter and only prints the entries which meet the filter criteria. Please refer to section 5.3 “Filtering data records” on page 108 for more detailed information on data record filters.

5 In the **Page setup** section, select the print definition to be used to print the dictionary. You have the following options here:
   - Select an existing print definition from the list.
   - Click **Setup...** to modify or create a print definition.
   Please refer to the Transit/TermStar NXT Reference Guide for information about how to configure the page setup.

6 To start printing, click **OK**.

   If you are printing to a file (see step 2 on page 251), TermStar displays the **Print to file** window. In the **Output file** field, enter the path and name of the file to which TermStar should save the print data and click **OK** to confirm your entry.

TermStar prints the dictionary to your printer or prints the output to the file specified. TermStar displays the printing progress in the **Print** window.

### 8.4.1 Generating PDF files

If, instead of printing out a hard copy, you want to generate a PDF file, you still use the **Print** function but with a “virtual printer”. To do so, you follow the same procedure as with any other Windows program from which you produce PDF files.

The creation of a PDF file involves two stages:

- The application program (e.g. word processor, DTP program, TermStar, etc.) generates a temporary PostScript file using the **Print** function.
- A conversion program (e.g. Acrobat Distiller or FreePDF, etc.) converts that PostScript file into a PDF file.

When you install a conversion program, it usually installs a “virtual printer” at the same time. The virtual printer combines the two stages described above in such a way that you are normally unaware of them. Please refer to the section “Virtual printer” on page 253 for more detailed information on the virtual printer.

Please note: the option **Print to file** does not generally serve any purpose if you are generating a PDF file using a virtual printer. Please refer to the section “What does “Print to file” mean?” on page 254 for more detailed information.
How do I generate a PDF file in TermStar?

1. Click the **TermStar button** and then select **Print**. Transit displays the **Printing** window.

2. Specify the virtual printer as the printer:
   - Click **Printer setup** and from the **Name** drop-down list, select the virtual printer.
     
     The name of the virtual printer depends on the conversion program (e.g. Adobe PDF or FreePDF, see also “Virtual printer” on page 253).
     
     - Depending on the virtual printer, there may be other settings that you can specify for PDF generation by clicking **Properties**.
     
     - Confirm your settings by clicking **OK** in the **Print setup** window.

3. If necessary, **Deselect** the option **Print to file**.
   
   The option **Print to file** does not generally serve any purpose if you are generating a PDF file using a virtual printer (see “What does “Print to file” mean?” on page 254).

4. In the sections **Print data records** and **Page setup** make any other settings you require as described from step 3 on page 251.

5. To output the data from TermStar and start generation of the PDF, click **OK**.
   
   - Depending on the virtual printer settings, a window may appear for you to enter the path and name for the PDF file.

The conversion program receives the data from TermStar and creates the PDF file. Depending on the size and content of the file, this operation may take some time. For details of the possible settings for the conversion program and the virtual printer and how to use them, please refer to the manual or online help for those applications.

**Virtual printer**

When you install a conversion program, it usually installs a “virtual printer” at the same time. The name of the virtual printer depends on the conversion program (e.g. Adobe PDF or FreePDF).

You can select the virtual printer in the same way as a physical printer when printing from any application. The printing process proceeds in exactly the same way as with a physical printer: the application program sends the data to the printer (as a PostScript file in the case of the virtual printer). The printer processes the data and outputs the result. With a physical printer, the result is a physical document printed on paper (hard copy) – with a virtual printer it is a PDF file.

The virtual printer combines the two stages described above (generation of PostScript file and conversion into PDF) in such a way that you are normally unaware of them.
What does “Print to file” mean?

The option Print to file does not in the first instance have anything to do with whether you are printing to a physical or a virtual printer. If you have selected that option, Windows captures the data that would normally be sent to the printer and saves it to a file instead. In other words, the data does not end up at the printer but in a file.

That is also the case with a virtual printer: the data that is captured is the PostScript files that would normally be sent to the virtual printer and not PDF files. You can compare it with the option Print to file for a physical printer: the file does not contain printed sheets of paper but rather data for the printer.

The option Print to file does not, therefore, generally serve any purpose if you are generating a PDF file using a virtual printer. You would be interrupting the flow of data between the two stages described above (generation of PostScript file and conversion into PDF).

Compare the two possibilities again: when you print to a physical printer you do not normally use the option Print to file either.
9 Customising the TermStar working environment

9.1 Overview

There are many ways to customise TermStar to the tasks for which you are responsible and to the distinctive features of your translation projects.

- With its concept of user roles, TermStar offers you a range of typical profiles for the roles which exist in a translation project. Based on your choice of role, TermStar is able to offer you a working environment which is customised to suit your current responsibilities in the translation project from the second you start work, without the need to spend any time on configuration. Please refer to section 9.2 “User roles” on page 255 for information.

- Choosing a user role gives you the option to do the bare minimum of configuration work, however there are also many possible ways of customising the software with your individual, task-specific settings. You can find information about the available options in section 9.3 “Settings” on page 256.

- Please refer to section 2.6.4 “The Quick Access Toolbar” on page 27 for information about how to configure the Quick Access Toolbar.

9.2 User roles

Every translation project can be divided into typical fields of activity, such as terminology work or proofreading. Depending on the number of people working on a project, such tasks may be entrusted to one or more people; in the same way, one person may be responsible for several areas and therefore be working in several different roles.

To assist you in working with TermStar, we have assigned one predefined standard user role to each of three traditional areas of responsibility. You can change your role at any time, or stick to it permanently, depending on your current role in the project. To find out how to select a user role, please refer to section 2.6.1 “User roles in TermStar” on page 22. There you will also find an overview of the standard user roles which are available the first time you start TermStar.

Your choice of user role has a bearing on the functions and appearance of TermStar in the following areas of the program interface:

- **Resource bar:** Beyond the first level of each menu, only those functions which are necessary for your area of responsibility are active. Please refer to the Transit/TermStar NXT Reference Guide for more detailed information.
Customising the TermStar working environment

- **Ribbon bar**: You can only select functions which are required for your particular field of activity. Please refer to the Transit/TermStar NXT Reference Guide for more detailed information.

- **Dictionary window**: After you have selected a user role, TermStar displays the required information and layout for your dictionary. You can modify this view according to your particular wishes and then also save it. Please refer to section 9.4 “Customising the dictionary window” on page 270 for information.

### 9.3 Settings

#### 9.3.1 Overview

Regardless of the currently selected user role, TermStar gives you a range of settings which can be customised to suit your general way of working, such as selecting your preferred working and dialog languages. Your information is always saved for the next session. You can configure settings either by selecting **TermStar button | User preferences** or via the controls on the ribbon bar.

Table 9-1 lists particular settings, indicating the menu in which they can be changed and the sections in the manual in which you can find more detailed information on that setting.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Menu</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dialog language</td>
<td>TermStar button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Preferred working languages</td>
<td>TermStar button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Character sets for particular languages</td>
<td>TermStar button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Display dictionary in book frame</td>
<td>TermStar button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Index buttons in the dictionary window</td>
<td>TermStar button</td>
<td>User preferences</td>
</tr>
</tbody>
</table>

*Tab. 9-1: Settings for TermStar*
<table>
<thead>
<tr>
<th>Setting</th>
<th>Menu</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background colour of the selected data record in the dictionary window</td>
<td>TermStar button</td>
<td>9.3.6 “Background colour of the selected data record” on page 264</td>
</tr>
<tr>
<td></td>
<td>User preferences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TermStar</td>
<td></td>
</tr>
<tr>
<td>Additional languages in the dictionary window</td>
<td>TermStar button</td>
<td>9.3.7 “Displaying additional languages” on page 265</td>
</tr>
<tr>
<td></td>
<td>User preferences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TermStar</td>
<td></td>
</tr>
<tr>
<td>Minimum fuzzy match quality</td>
<td>TermStar button</td>
<td>9.3.8 “Setting the pre-defined minimum quality for fuzzy matches” on page 266</td>
</tr>
<tr>
<td></td>
<td>User preferences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TermStar</td>
<td></td>
</tr>
<tr>
<td>Folder selection</td>
<td>TermStar button</td>
<td>9.3.10 “Folder selection” on page 267</td>
</tr>
<tr>
<td></td>
<td>User preferences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Folder selection</td>
<td></td>
</tr>
<tr>
<td>Keyboard layout</td>
<td>Edit</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td></td>
<td>Keyboard switch</td>
<td></td>
</tr>
<tr>
<td>Dictionary window view</td>
<td>View</td>
<td>Dictionary layout</td>
</tr>
<tr>
<td>Layout of the tools</td>
<td>--</td>
<td>9.5 “Managing window layouts” on page 273</td>
</tr>
<tr>
<td>Configuration of the ribbon bar and resource bar</td>
<td>--</td>
<td>9.2 “User roles” on page 255</td>
</tr>
<tr>
<td>Configuration of the Quick Access toolbar</td>
<td>--</td>
<td>2.6.4 “The Quick Access Toolbar” on page 27</td>
</tr>
<tr>
<td>Macros</td>
<td>Edit</td>
<td>Macros</td>
</tr>
</tbody>
</table>

Tab. 9-1: Settings for TermStar (cont.)
9.3.2 Setting a dialog language

The “Dialog language” is the language in which TermStar displays messages, window bars etc.
You must first close and then restart TermStar for a change to the dialog language to become effective.

How do I set the dialog language?

1. Select TermStar button | User preferences. TermStar displays the User preferences window.
2. Select the option Startup settings. TermStar displays the user preferences for the Startup settings option:

![User preferences window, Startup settings option]

3. From the Dialog language for next startup list, select the language TermStar should use the next time it is started.
4. Confirm your settings:
   − Click OK to confirm the changes and close the User preferences window.
   − Click on Save to confirm the settings without closing the window. This allows you to make further changes to the user preferences.
9.3.3 Setting the preferred working languages

With the working languages, you can specify the languages into which you prefer to translate. If you open a project containing several target languages, TermStar automatically sets the working language you specified as the current target language. In this way, you do not have to select “your” language from the list of all target languages in the project.

You can specify the following working languages:

- **First working language** – TermStar automatically sets this language as the current target language for the project provided that the language is defined as a target language in the project.

- **Second working language** – TermStar automatically sets this language as the current target language for the project provided that the language is defined as a target language in the project and the first working language is not a target language for the project.

- **Other working languages** – You can set additional working languages here for instances in which neither the first nor the second working language is specified as a target language in the project.

From the list of other working languages, TermStar uses the first language specified as a target language in the project as the current target language.

TermStar uses the current target language specified in the project if none of the languages specified as the first, second or other working languages is set as a target language for the project.

**How do I change the preferred working languages?**

1. Select TermStar button | User preferences.
   TermStar displays the User preferences window.
2. Select the option Working languages.
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TermStar displays the user preferences for the **Working languages** option:

![User preferences window, Working languages option](image)

**Fig. 9-2: User preferences window, Working languages option**

3 Set the required working languages:
   - To specify your first working language, select the language in question from the **First working language** list.
     
     If TermStar should also use the language variants of the language as the first working language, select **All language variants** after the list.
   - To specify your second working language, select the language in question from the **Second working language** list.
     
     If TermStar should also use the language variants of the language as the second working language, select **All language variants** after the list.
   - To specify other working languages, select the appropriate language from the **Available languages** list and click **Add**.

   TermStar moves the language to the **Other working languages** list.
   
   - If you no longer want to use a language as another working language, select the language from the **Other working languages** list and click **Remove**.

4 Confirm your settings:
   - Click **OK** to confirm the changes and close the **User preferences** window.
   - Click on **Save** to confirm the settings without closing the window. This allows you to make further changes to the user preferences.
9.3.4 Specifying non-Latin fonts for individual languages

TermStar uses the font selected in the layout for all languages. TermStar automatically selects a suitable font for languages with characters not contained in the font selected (e.g. for Chinese or Arabic).

Alternatively, you can select another font for these languages.

**How do I select a font for a language?**

1. Select **TermStar button | User preferences**.
   TermStar displays the **User preferences** window.

2. Select the option **Non-Latin fonts**.
   TermStar displays the user preferences for displaying non-Latin fonts in the form of a table of languages and fonts:

   ![User preferences window, Non-Latin fonts option](image)

   - **Language** column – Language for which you can select a specific font.
     These are all the languages which TermStar cannot display using a standard font.
   - **Font** column – The fonts TermStar should use to display the languages in question.
     If nothing is displayed in the **Font** column for a language, TermStar will display the language using the font which you have selected or will automatically select a suitable font from those installed on your computer.

3. If you want to change or delete a font for a language, select the required language from the **Language** column.
4 In the **Font** list, select the font which TermStar should use to display the language.

If you wish to remove the font selected for a language, select the blank entry at the top of the **Font** list.

5 Confirm your settings:
- Click **OK** to confirm the changes and close the **User preferences** window.
- Click on **Save** to confirm the settings without closing the window. This allows you to make further changes to the user preferences.

### 9.3.5 Activating and deactivating the book-frame display

You can display TermStar dictionaries either with a book frame (Fig. 9-4) or without (Fig. 9-5). Activate or deactivate the relevant option to do this.

![Fig. 9-4: Dictionary displayed in a book frame](image1)

![Fig. 9-5: Dictionary displayed without the frame](image2)
How do I activate/deactivate the book-frame display?

1. Select TermStar button | User preferences. TermStar displays the User preferences window.
2. Select the option TermStar. TermStar displays the user preferences for the TermStar option:

![User preferences window, TermStar option](image)

4. Confirm your settings:
   - Click OK to confirm the changes and close the User preferences window.
   - Click on Save to confirm the settings without closing the window. This allows you to make further changes to the user preferences.

Adjusting the page width

When the book frame is deactivated, you can adjust width of the two pages by moving the centre separator line sideways with the mouse. To do this, move the mouse over this line until the mouse changes into a double-headed arrow. Then hold down the mouse button and drag the line to the left or right.
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9.3.6 Background colour of the selected data record

When you select a data record, TermStar highlights it in a special background colour:

You can determine this colour yourself.

**How do I specify the background colour?**

1. Select **TermStar button | User preferences**.
   TermStar displays the **User preferences** window.
2. Select the option **TermStar**.
   TermStar displays the user preferences for the **TermStar** option (Fig. 9-6).
3. Select **Colour**.
   TermStar displays a colour palette.
4. Select a colour from the palette. You can also define and select your own colours using the **Custom colour** button.
5. Confirm your settings:
   - Click **OK** to confirm the changes and close the **User preferences** window.
   - Click on **Save** to confirm the settings without closing the window. This allows you to make further changes to the user preferences.

**No background colour: White**

If you do not want a background colour for the selected data record, select **white** as the background colour. You will then only be able to see which data record you have selected from the black bar to the left of it.
9.3.7 Displaying additional languages

A dictionary can contain entries in two or more languages. Set the source and target languages in the project so that TermStar displays the required languages (see section 3.7 “Changing source and target languages temporarily” on page 69). TermStar then displays the source language entries with the target language entries shown as translations.

You can also use dictionary layouts which display more than two languages. In these layouts, you can add fields for these so called “additional languages”. Additional languages are languages for which there are entries in the dictionary but which are not set as the source or target language.

Example: A dictionary contains entries in English, French, Italian and German. The current source language is English and the target language is German. This means that Italian and French are additional languages which can be displayed in this dictionary.

You can specify which additional language TermStar should display if you have selected an appropriate dictionary layout:

<table>
<thead>
<tr>
<th>Setting</th>
<th>Display as additional language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project languages</td>
<td>All the languages which are specified as languages in the current project</td>
</tr>
<tr>
<td>Working languages</td>
<td>All the languages that have been specified as working languages in the user preferences (see section 9.3.3 “Setting the preferred working languages” on page 259).</td>
</tr>
<tr>
<td>Intersection of project languages and working languages</td>
<td>Combination of the previous two options: All the languages that are specified in the current project and in your user preferences</td>
</tr>
<tr>
<td>All available languages</td>
<td>All the languages contained in the dictionary.</td>
</tr>
</tbody>
</table>

Tab. 9-2: Possible settings for displaying the additional languages

Furthermore, you can specify the order in which additional languages are displayed in a data record:

<table>
<thead>
<tr>
<th>Setting</th>
<th>Sorting of additional languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default order (Microsoft)</td>
<td>Languages are sorted according to Microsoft’s default order.</td>
</tr>
<tr>
<td>By language code</td>
<td>Languages are sorted according to Transit’s language code.</td>
</tr>
</tbody>
</table>

Tab. 9-3: Possible settings for sorting the additional languages
Use a dictionary layout containing additional languages

TermStar only displays the additional languages if fields for additional languages are present in the dictionary layout. Otherwise the selection you make here will not have any effect on the display of the entries.

9.3.8 Setting the predefined minimum quality for fuzzy matches

TermStar suggests a default value for the minimum quality of the fuzzy matches when searching the dictionaries. You can determine this value yourself.

How do I set the predefined minimum quality for fuzzy matches?

1 Select TermStar button | User preferences.
TermStar displays the User preferences window.

2 Select the option TermStar.
TermStar displays the user preferences for the TermStar option (Fig. 9-6).

3 Select one of the four possible options under Display additional languages (see Table 9-2 on page 265).

4 Confirm your settings:
− Click OK to confirm the changes and close the User preferences window.
− Click on Save to confirm the settings without closing the window. This allows you to make further changes to the user preferences.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Sorting of additional languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>By language name</td>
<td>Languages are sorted according to the order in the Transit’s language selection lists.</td>
</tr>
<tr>
<td>Working languages on top</td>
<td>Working languages are displayed on top (available only if the By language code option has been selected).</td>
</tr>
</tbody>
</table>

Tab. 9-3: Possible settings for sorting the additional languages (cont.)
3  Select the required value under **Minimum fuzzy match quality** or enter the value using the keyboard.

4  Confirm your settings:
   - Click **OK** to confirm the changes and close the **User preferences** window.
   - Click on **Save** to confirm the settings without closing the window. This allows you to make further changes to the user preferences.

### 9.3.9 Showing and hiding the index buttons

You can show and hide the index buttons used to select the first data record which appears under a particular letter.

**How do I show or hide the index buttons?**

1  Select **TermStar button | User preferences**.
   TermStar displays the **User preferences** window.

2  Select **TermStar**.
   TermStar displays the user preferences for the **TermStar** option (Fig. 9-6).

3  Under **Book frame and index buttons**, select the **Show index buttons** option.
   Uncheck this box to hide the index buttons.

4  Confirm your settings:
   - Click **OK** to confirm the changes and close the **User preferences** window.
   - Click on **Save** to confirm the settings without closing the window. This allows you to make further changes to the user preferences.

**Customising index buttons**

For each language, you can specify which index buttons TermStar should display. This means that you can, for example, include special characters or special character groups (Æ, Ó, Sch, St) as index buttons.

Please refer to the Transit/TermStar NXT Reference Guide for information on customising the buttons.

### 9.3.10 Folder selection

In the user preferences, TermStar lists a default folder for all path prompts. For each individual action that is associated with a prompt of this kind, you can choose from the following folder types:

- **My Documents folder** (Windows)
- **TermStar project folder**
Customising the TermStar working environment

- Working folder
- User-defined folder
- Last used folder
- TermStar user folder
- TermStar dictionary folder

How do I change the default folder selections?

1. Select **TermStar button | User preferences**. TermStar displays the **User preferences** window.
2. Select the **Folder selection** option. TermStar displays the user preferences for the **Folder selection** option:

![User preferences window, Folder selection option](image)

TermStar shows a list of all possible actions in the **Activity** column.

3. Decide which action you wish to change the default folder for.
4. You can see the folder type that is currently set for this action in the relevant row of the **Folders** column.
5. Click on the arrow to the right of the specified folder type. TermStar displays a list of the available folder types.
6. Select the required folder type.
   - If you wish to specify the path manually, select the **User-defined folder** type and then click on the square button at the right-hand end of the selected row. TermStar displays the **Browse for folder** window.
Navigate to the required folder or select **Make new folder** if necessary and enter a new target folder; confirm with **OK**.

- If you select one of the other folder types, the path in the **Path** column is predetermined.

7 Confirm your settings:

- Click **OK** to confirm the changes and close the **User preferences** window.
- Click on **Save** to confirm the settings without closing the window. This allows you to make further changes to the user preferences.

### 9.3.11 Activating/deactivating automatic keyboard-layout switching

You may have defined several so-called **input languages** in Windows to make it possible to enter text in different languages using the respective keyboard layout. By default, TermStar automatically switches to the appropriate keyboard layout for each window and each dictionary entry (see section 6.15 “Selecting the keyboard layout” on page 195).

You can specify whether TermStar should automatically switch keyboard layouts.

**Information is only applicable if several input languages are installed**

Please note that this setting only has an effect if you have installed several input languages: TermStar can only switch between languages that you have added.

**How do I specify whether TermStar should use automatic keyboard-layout switching?**

1 Select **Edit**.

2 Select the setting for automatic keyboard-layout switching:

- If you want TermStar to automatically select the keyboard layout, select **Keyboard switch** in the **Miscellaneous** ribbon-bar group.

If this setting is not selected, TermStar does not change the keyboard layout automatically, even if you have installed several input languages. Section 6.15 “Selecting the keyboard layout” on page 195 contains information about switching between different keyboard layouts manually.
9.4 Customising the dictionary window

9.4.1 Overview

TermStar saves numerous settings for displaying your dictionaries in the Views. Refer to section 9.4.2 “Structure of a dictionary view” on page 270 for information about the structure of a dictionary view.

TermStar is supplied with a number of default dictionary views that have proven to be useful in our experience.

When you select a user role, TermStar initially provides you with the relevant default view (see section 9.2 “User roles” on page 255). You have the following options for further modifying the dictionary window view:

■ Switch views
  You can switch views at any time to provide the optimum display for whatever you are currently using your dictionary for (section 9.4.3 “Switching between dictionary views” on page 271).

■ Modify view
  In order to set up your own views for your dictionary window or to modify existing views, you can use existing layouts or ones you have created yourself:
    – Combine existing layouts in a new way
      You can quickly and easily create an individual view from existing layouts. Please refer to section 9.4.4 “Modifying and managing dictionary views” on page 272 for information.
    – Create your own layouts
      Please refer to the Transit/TermStar NXT Reference Guide for information about how to create and edit dictionary layouts.

Views can be combined with a data record filter and can be saved or deleted. Please refer to section 9.4.4 “Modifying and managing dictionary views” on page 272 for information.

9.4.2 Structure of a dictionary view

A dictionary view consists of a combination of up to three layouts. Each of these layouts determines the appearance of one of the three areas of the dictionary window:

■ Main layout (left page)
  This layout defines the appearance of the left-hand side of each dictionary.

■ Additional layout (right page)
  This layout defines the appearance of the right-hand side of each dictionary. If you have word pairs displayed on the left-hand side, you can use the right-page layout to display detailed information about the selected word pair on the right-hand side.
9.4 Customising the dictionary window

If you do not select a right-page layout, TermStar will use the left-page layout for the right-hand side as well.

- **Edit mode layout**
  
  This layout defines how the dictionary appears in the edit mode and thereby specifies the fields in which you can enter information. For example, you can select a layout which displays the field names, or a layout which displays more details than the main layout so you can enter additional data.

  If you do not select an edit mode layout, TermStar uses the main layout.

### 9.4.3 Switching between dictionary views

You can choose among the default views for the dictionary window and from the views that you have created yourself.

**How do I switch the view?**

1. Open the dictionary for which you wish to change the view and select the **View** tab from the ribbon bar.

2. In the **Manage views** ribbon-bar group, click on the **TermStar view** list.

   TermStar displays all views in a list:

   ![List of possible TermStar views](image)

   **Fig. 9-9: List of the possible TermStar views**

3. Select the view you require.

   TermStar uses the view selected.
9.4.4 Modifying and managing dictionary views

You can change existing views (including the default views) by combining layouts and save them under their current name or as a new, user-defined view. The latter can be deleted, but the default views cannot.

How do I modify a view?

1. Open a dictionary and select View.

   In the centre of the Dictionary layouts ribbon-bar group, TermStar displays three dropdown lists:
   - Left-page layout for the left-page (main) layout
   - Right-page layout for the right-page (additional) layout
   - Edit-mode layout for the editing layout

2. Create your required view by selecting a layout from each field.

   The view of your dictionary is updated every time you select a new layout.

3. If you want your view to only display a certain range of data records, you can set a data record filter which will always be applied in this view. To do this, select a filter from the Data record filter ribbon-bar group. You can find information on data record filters in section 5.3 “Filtering data records” on page 108.

   TermStar applies the required filter.

4. Choose a name under which you wish to save the new view.

   Please note that the TermStar view dropdown in the View | Manage views ribbon-bar group still displays the name of the view that was last selected or saved, even though the dictionary view has changed as you have followed the previous steps. This current view has not yet been saved. To return to the previously selected or saved view and discard the current view, select View | Manage views | Reset. If you have selected a default view, this will restore its original settings.

   To save the current, but as yet unsaved view, you have two options:
   - To save the modified view under the name displayed in the TermStar view dropdown list, select View | Manage views | Save.
   - To save the modified view under a new name, select View | Manage views | Save as.

   TermStar saves the current view.
9.5 Managing window layouts

How do I delete a personal view?

1. Open a dictionary and select **View**.
2. In the **Manage views** ribbon-bar group, click on the **TermStar view** list. TermStar displays all views in a list (Fig. 9-9).
3. Select the view you require.
4. Select **View | Manage views | Delete**.
   TermStar displays the following message:
   Do you really want to delete the TermStar view <view name>?
5. Decide whether you really want to delete the view:
   - Select **No** to cancel the process.
   - Select **Yes** to delete the view.
   TermStar deletes the selected view.

9.5 Managing window layouts

TermStar can save which tools you have selected and the arrangement of the tool windows on the screen in a **windows layout**. This is then available to you at any time in addition to the default layout that you have set by selecting a certain user role when you started working with TermStar.

Refer to section 2.6.6 “The TermStar toolbar” on page 31 for information about selecting and arranging the tools.

When you select a user role, TermStar initially displays the relevant default layout (see section 9.2 “User roles” on page 255). You have the following options for further modifying the layout:

- **Switch window layout**
  You can switch layouts at any time to provide the optimum display for whatever you are currently using TermStar for (section 9.5.1 “Switching window layout” on page 274).

- **Modify a window layout**
  You can set up your own window layout or modify existing layouts. Window layouts can also be saved or deleted. Please refer to section 9.5.2 “Modifying and managing window layouts” on page 274 for information.
9.5.1 Switching window layout

You can switch between the nine default window layouts and any layouts you have created yourself, as desired.

**How do I switch between window layouts?**

1. Select **Windows**.
2. Click on the **Window layout** dropdown in the **Manage windows** ribbon-bar group.
   
   TermStar displays a list of all the possible window layouts (Fig. 9-10).

   ![Fig. 9-10: List of window layouts](image)

   3. Select the layout you require.

   TermStar uses the window layout selected.

9.5.2 Modifying and managing window layouts

You can save these settings over an existing window layout (including the default layouts) or save them as a new, user-defined layout. The latter can be deleted, but the default window layouts cannot.

**How do I save my current window layout?**

1. Arrange the tools according to your requirements, as described in section 2.6.6 “The TermStar toolbar” on page 31.
2. Select **Windows**.
   
   Please note that the **Window layout** dropdown in the **Manage windows** ribbon-bar group still displays the name of the window layout that was last selected or saved, even though your layout has changed as you followed the previous steps. This current window layout has not yet been saved. To return to the previously selected or saved window layout and discard the current layout, select **Windows | Manage windows | Reset**. If you have selected a default layout, this will restore its original settings.
9.5 Managing window layouts

To save the current, but as yet unsaved window layout, you have two options:

- To save the modified window layout under the name displayed in the Window layout dropdown list, select Windows | Manage windows | Save.
- To save the modified window layout under a new name, select Windows | Manage windows | Save as.

TermStar saves the current window layout under the name you enter.

How do I delete a user-defined window layout?

1. Select Windows.
2. Click on the Window layout dropdown in the Manage windows ribbon-bar group.
   TermStar displays all the layouts in a list (Fig. 9-10).
3. Select the layout you require.
4. Select Windows | Manage windows | Delete.
   TermStar displays the following message:
   Do you really want to delete the window layout <name of the window layout>?
5. Decide whether you really want to delete the window layout.
   - Select No to cancel the process.
   - Select Yes to delete the layout.
   TermStar deletes the selected window layout.
10 Exchanging a dictionary or dictionary extract

10.1 Overview

If you work with other TermStar users, you can easily exchange dictionaries. This means that several users can work together on one dictionary.

In doing so, you can specify whether only certain languages in the dictionary, or only filtered data records, should be exchanged. You would then be exchanging a “dictionary extract”.

In TermStar, the functions Pack/Unpack, Forward and Pack/Unpack translation are used for exchanging dictionaries and dictionary extracts. In this way, TermStar saves all the necessary data to a compressed file which you can then send to other users on a data medium or by e-mail or FTP.

Shared project with Transit

If you are using Transit as a translation memory tool, you create a translation project (see Transit NXT User’s Guide). If you are exchanging a Transit project with other Transit users, you can specify whether the project dictionaries should also be exchanged.

You can exchange the Transit project if you want to send terminology for a translation project. Therefore, you do not need to send a separate project in TermStar.

10.2 Example of exchanging a dictionary

A terminology manager creates a project with a new dictionary and source-language terms. He/she specifies values lists, default values and input verifications for the dictionary. Since the terminology manager wants the dictionary translated into several target languages, he/she sends the project to various native speakers who then enter “their” translations into the dictionary. The translators then send the dictionary back to the terminology manager. The result is a multilingual dictionary.
In our example, the terminology manager and the translators carry out the following steps (Table 10-1):

<table>
<thead>
<tr>
<th>Step</th>
<th>Terminology manager</th>
<th>Translator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Create project (with one or more than one dictionary, with one or more than one target language)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Pack and send projects (see section 10.3 “Packing a project” on page 278) The terminology manager can pack individual dictionaries or all dictionaries, all entries or only entries for certain languages, filtered or unfiltered.</td>
<td>The translator receives the dictionaries that the terminology manager has sent.</td>
</tr>
<tr>
<td>3</td>
<td>Receive and unpack project (see section 10.4 “Unpacking a project” on page 282) The translator receives the dictionaries that the terminology manager has sent.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Edit dictionaries (e.g. enter the target-language entries)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Pack and send the translation (see section 10.5 “Packing a translation” on page 287) The translator can decide to pack all the data or only the modified data.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Receive and unpack translation (see section 10.6 “Unpacking a translation” on page 289) The terminology manager receives the dictionaries that the translator has changed.</td>
<td></td>
</tr>
</tbody>
</table>

*Tab. 10-1: Example of exchanging dictionaries*
10.3 Packing a project

When you, the project manager, exchange dictionaries in a project, you are able to limit the components of the dictionary that you pack.

- **Dictionaries**
  - If your project contains several dictionaries, you can either pack all the dictionaries or only specific dictionaries.

- **Languages**
  - If your dictionaries contain several target languages, you can either pack all the target languages or only specific target languages.

- **Data record filter**
  - You can apply data record filters so TermStar only packs specific data records.
  - Examples:
    - You only pack the data records for which there is no target-language entry. These entries are then to be translated.
    - You only pack the data records which were created before a certain date to check whether the entries are up-to-date and correct.
  - Please refer to section 5.3 “Filtering data records” on page 108 for more detailed information on data record filters.

**File transfer times**

The time it takes to transfer the data depends on the data volume being transmitted, especially if you are sending the data by e-mail or FTP. Ensure you do not send any unnecessary data, e.g. languages the recipient does not require.
How do I pack a project?

1. Open the project you want to send (see section 3.3.2 “Opening a project” on page 54).
2. Select **Project | Exchange (Transit /XLIFF /SDL /MemoQ) | Pack.**

   TermStar displays the **Pack project** window:

   ![Pack project window](image)

   **Fig. 10-1: Pack project window**

   TermStar automatically suggests the project's current target language as the target language to be packed.

   Make sure that **Pack dictionaries** is selected in the **Options** section.

3. If necessary, select one or more languages from the **Target language** list that you want to create a project package for. TermStar combines the target-language files for the selected languages into one PPF file.

4. If a project contains several target languages, when creating the **ppf** file, TermStar provides the option to **Create a separate project package for each language selected.** This setting gives you the option of simultaneously creating a **ppf** file for all the target languages in a project.

5. Click **TermStar options** if you only want to pack specific dictionaries or languages.
TermStar displays the **Pack-dictionary options** window:

![Pack-dictionary options window](image)

**Fig. 10-2: Pack-dictionary options window**

6. In the **Dictionaries** section, specify the dictionaries from which TermStar should pack the entries:
   - Select the dictionaries from which you wish to pack entries.
   - Deselect dictionaries from which you do not wish to pack entries.

   TermStar requires at least one dictionary to be selected, as otherwise no data would be sent.

7. Specify the target language of the entries you want to pack:
   - In the **Languages** list, select the languages of the entries you want to pack.
   - Deselect the languages you do not want to pack.

   TermStar automatically selects the source language since the source language is always sent.
8 Specify whether TermStar should pack language variants:
   - Select **Pack all source-language variants** to pack all source-language variants.
   - Select **Pack all target-language variants** to pack all target-language variants.

9 Specify whether TermStar should only pack filtered entries:
   - If you only want to export those data records which match a data record filter that you have defined, select **Use data-record filter** and select the data record filter from the list. If necessary, you can modify an existing data record filter or create an entirely new one by clicking on **Modify**. TermStar then opens the **Filter settings** window.
   - To export the data records that correspond to a default data record filter, select the default data record filter from the **Pack data records** list.

You can also use the default data record filters in conjunction with your own data record filters. TermStar will then only export those data records which correspond to both the default data record filter and your user-defined data record filter.

For more information on creating, modifying and applying data record filters, see section 5.3 “Filtering data records” on page 108.

Please note that the **Only terminology that is used in the language pairs** option is not relevant for TermStar projects.

10 Confirm your selection by clicking **OK** in the **Pack-dictionary options** window. TermStar displays the **Pack project** window again.

11 To generate the file to send to another user, click on **Pack file**. TermStar displays the **Pack project** window:

![Fig. 10-3: Pack project window](image)
12 Specify the drive, path and file name to which TermStar should save the file to be packed and confirm your selection by clicking **Save**.

TermStar displays a progress bar that indicates what percentage of the dictionaries has already been saved to the file.

TermStar displays the following message when packing is complete:

```
All project files were compressed successfully.
```

TermStar also specifies the file size of the compressed file.

13 Confirm with **OK**.

TermStar has saved all the necessary data to a compressed file with the extension **ppf**. You can now send this file by e-mail, upload it to an FTP server or save it on a CD, for example.

### 10.4 Unpacking a project

When a translator receives a **ppf** file containing a compressed dictionary project, this can be unpacked in TermStar.

By default TermStar suggests the database **TermStar NXT Received** for saving received dictionaries. This database is set up automatically when TermStar is installed.

**The database TermStar NXT Received must be available**

This database must always be available and must not be deleted or removed from the ODBC system settings.

**How do I unpack a project?**

You can start the unpacking process from the ribbon bar in TermStar or by locating the file in Windows Explorer without having to open TermStar beforehand.

1 Start the unpacking process.

- To start the process from TermStar, select **Project | Exchange (Transit/VALUE/SDL/MemoQ) | Unpack**.
TermStar displays the **Unpack Transit project data** window:

![Unpack Transit project data window](image)

**Fig. 10-4: Unpack Transit project data window**

Select **Unpack project (*.ppf, *.pxf)** from the **File of type** list.

Select the file that you wish to unpack. Click **Open** to confirm the option selected.

- To start the process from Windows Explorer, locate the file there and double-click on it.

TermStar opens the **Select user role** window.

Select a user role.
TermStar displays the **Project name** window:

![Project name window](image)

Fig. 10-5: **Project name** window

In the table, TermStar displays all the projects available and their scope.

2. Specify how TermStar should save the received project:

   - **Filename** – If necessary, change the name of the project.
     
     If the received project has the same name as an existing project, the existing project will be overwritten. To prevent this from happening in such a case, enter a new project name.

   - **Scope** – If necessary, change the scope to which the project should be assigned: **Global**, **User** (relates to a particular user) or **Customer** (relates to a particular customer).
     
     Please refer to section 7.2 “Scopes in TermStar” on page 200 for more detailed information on scopes in TermStar.

   - If you have selected **Customer** from the **Scope** list, select the appropriate customer from the **Customer** list.
10.4 Unpacking a project

Click **New customer** to create a new customer. TermStar displays the **Create new customer** window:

![Create new customer window](image)

**Fig. 10-6: Create new customer window**

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

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

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

TermStar displays the **Target database for unpacked dictionary** window for each dictionary to be unpacked:

![Target database for unpacked dictionary window](image)

**Fig. 10-7: Target database for unpacked dictionary window**

The database TermStar NXT Received is preselected by default in the **Target database for the dictionary** list.
The following options are available for selecting the target database to which the respective dictionary should be unpacked:

- To confirm TermStar NXT Received as the target database, click on **OK**.
- If you want to unpack the dictionary to another database, select the desired destination database in the list and confirm your selection with **OK**.
- If you want to create a new destination database, click on **Create new database**. You can find a description of the window which is displayed next in 4.3.3 “Creating a new database and a new dictionary” on page 76.
- If the project to be received consists of several dictionaries, but you do not want to unpack certain ones, click on **Skip** as necessary.
- To finalise your selection for a particular dictionary, click **OK**.

If you unpack a dictionary that you have already unpacked before, TermStar displays the following message:

**The dictionary xxx has already been unpacked. Do you want to overwrite the dictionary xxx?**

- Click **Yes** to overwrite the previous dictionary with the new dictionary being unpacked.
- If you do not want to overwrite the previous dictionary, click **No**.

TermStar opens the **The dictionary already exists** window.

If you want to save the new dictionary being unpacked under another name, change the name highlighted in the text field and confirm your change with **OK**.

If you do not want to unpack the new dictionary in this case, click **Cancel**. TermStar will skip this dictionary in the unpack process and uses the existing dictionary instead in the newly unpacked project.

During the unpacking process, TermStar displays the **Unpack original dictionaries** window. The progress bar indicates what percentage of the dictionaries has already been unpacked.

TermStar displays the following message when unpacking is complete:

**Project successfully unpacked and opened.**

Confirm the message by clicking **OK**.

TermStar has saved the project and automatically unpacked it, so you can immediately start working with the unpacked project dictionaries (see section 6 “Editing dictionaries” on page 133).

When you have finished your work and want to send back the modified dictionaries, use the **Pack translation** function (see section 10.5 “Packing a translation” on page 287).
10.5 Packing a translation

When you, the translator, have received and edited dictionaries, you then send them back. When sending, you can specify whether TermStar packs all the data or only the data which you have modified. If you only pack the modified data, the file to send will be smaller and will take less time to send.

How do I pack a translation?

1. Open the project you unpacked and edited and which you now want to pack and send back.
2. Select **Project | Exchange (Transit /XLIFF /SDL /MemoQ) | Pack translation**.
   
   TermStar displays the **Pack translation** window:

   ![Pack translation window](image1)

   Make sure that **Pack dictionaries** is selected in the **Options** section.
   
   3. Click **TermStar options** if you only want to pack specific dictionaries.

   TermStar displays the **Pack-dictionary options** window:

   ![Pack-dictionary options window](image2)
4 In the **Dictionaries** section, specify the dictionaries from which TermStar should pack the entries:
   - Select the dictionaries from which you wish to pack entries.
   - Deselect dictionaries from which you do **not** wish to pack entries.

5 Select **Only pack modified records** if you only want to pack the data records that you have modified or created.

6 Confirm your selection by clicking **OK** in the **Pack-dictionary options** window. TermStar displays the **Pack translation** window again.

7 Select **Pack file**. TermStar displays the **Pack translation** window:

8 Specify the drive, path and file name to which TermStar should save the file that is being packed.
   
   Click **Save** to confirm your choice.
   
   TermStar displays a progress bar that indicates what percentage of the dictionaries has already been packed.
   
   TermStar displays the following message when packing is complete:
   
   All edited files were compressed successfully.
   
   TermStar also specifies the file size of the compressed file.
   
   TermStar has saved the data to a compressed file with the extension `.tpf`. You can now send this file by e-mail, upload it to an FTP server or save it on a CD, for example.
10.6 Unpacking a translation

If you, the project manager, have sent out a project and have received a tpf file containing the edited dictionaries, you can unpack this file in TermStar.

This process allows you to select whether modified and newly created data records are inserted direct into the respective original dictionary or if the records in the respective dictionary should first be unpacked into a new dictionary in the TermStar NXT Check database for review purposes.

10.6.1 Merging data records directly into the original dictionary

If you receive an edited dictionary and want to insert the edited and newly created data records directly into the original dictionary, without first checking them, or if you want to insert edited records but ignore new ones, the following procedure is appropriate:

How do I unpack a translation and merge the data records directly into the original dictionary?

1. Select Project | Exchange (Transit /XLIFF /SDL /MemoQ) | Unpack translation.

TermStar displays the Unpack Transit project data window:

Fig. 10-11: Unpack Transit project data window
To unpack a translation, select Unpack translation (*.txf, *.tpf) from the File of type list.
Select the file that you wish to unpack. Click Open to confirm the option selected.
TermStar displays the Unpack project window:

![Unpack project window](image1.png)

Fig. 10-12: Unpack project window

Make sure that Unpack dictionaries is selected in the Options section.

If necessary, click on TermStar options to only unpack certain dictionaries and to select the desired option for merging new and modified data records.
TermStar displays the Unpack-dictionary options window:

![Unpack-dictionary options window](image2.png)

Fig. 10-13: Unpack-dictionary options window

In the Dictionaries section, specify the dictionaries from which TermStar should unpack the entries:
- Select the dictionaries for which you want to unpack the changes.
- Deselect the dictionaries for which you do not want to unpack the changes.
TermStar requires at least one dictionary to be selected, as you would otherwise not be unpacking any data.
In the **Data-record handling** section, specify how newly created and modified data records should be handled:

- **Merge modified data records, add new data records** – If you select this option, modified data records will be merged directly into the respective original dictionary and newly created records will be added to it.

- **Merge modified data records, ignore new data records** – If you select this option, modified data records will be merged directly into the respective original dictionary, but newly created records will not be added.

Confirm your selection by clicking **OK** in the **Unpack-dictionary options** window.

TermStar displays the **Unpack project data** window again.

Click **OK** to start the unpacking process.

TermStar displays a progress bar that indicates what percentage of the dictionaries has already been unpacked.

TermStar automatically merges modified data records and entries into the dictionary. New data records are either added or ignored, depending on which option is selected.

TermStar displays the **Merge data** window (Fig. 10-14), if there are conflicts between existing and modified data records.

---

**Fig. 10-14: Merge data window**

Please refer to section 6.8.5 “Merging a data record” on page 158) for more detailed information on how to merge data records interactively.

TermStar displays the following message when unpacking is complete:

Translation successfully unpacked.
TermStar has merged the unpacked translation into your dictionary. TermStar automatically opens the project for which the translation has just been unpacked and sets the target language of the unpacked translation as the current target language.

10.6.2 Unpacking data records into a separate dictionary for review purposes

If you receive an edited dictionary containing edited and newly created data records, but you do not want to add these to the original dictionary without first reviewing them, you can first save these records to a separate dictionary in the TermStar NXT Check database, so you can check and, if necessary, edit them.

This only makes sense if the project package only contained modified data records

This procedure is only of use if the option Only pack modified records was selected when the translation was packed, i.e. if only those data records which were actually edited or new were packed. This means that the data records which are unpacked will also only be those that were edited or new. Using the option Unpack dictionaries for review then gives you the opportunity to review specifically new and modified data records in a separate dictionary, before importing them into your original dictionary.

How do I unpack a translation and save the data records for review in a new dictionary?

1 Select Project | Exchange (Transit /XLIFF /SDL /MemoQ) | Unpack translation.
10.6 Unpacking a translation

TermStar displays the **Unpack Transit project data** window:

![Unpack Transit project data window](image)

**Fig. 10-15: Unpack Transit project data window**

2. To unpack a translation, select **Unpack translation (*.txf, *.tpf)** from the **File of type** list.
   
   Select the file that you wish to unpack. Click **Open** to confirm the option selected.

   TermStar displays the **Unpack project** window:

![Unpack project window](image)

**Fig. 10-16: Unpack project window**

Make sure that **Unpack dictionaries** is selected in the **Options** section.

3. If necessary, click on **TermStar options** to only unpack certain dictionaries and to select the option which enables unpacking the data records in the edited dictionary into a separate dictionary.
Exchanging a dictionary or dictionary extract

TermStar displays the **Unpack-dictionary options** window:

4 In the **Dictionaries** section, specify the dictionaries from which TermStar should unpack the entries:
   - Select the dictionaries for which you want to unpack the changes.
   - Deselect the dictionaries for which you do **not** want to unpack the changes.
TermStar requires at least one dictionary to be selected, as you would otherwise not be unpacking any data.

5 Select the option **Unpack dictionaries for review**.

6 Confirm your selection by clicking **OK** in the **Unpack-dictionary options** window.
TermStar displays the **Unpack project data** window again.

7 Click **OK** to start the unpacking process.
You are then requested to specify a name for the new dictionary into which the data records, which require checking, will be unpacked (Fig. 10-18).
If the received translation (.tpf file) contains several edited dictionaries, the data records for each individual dictionary will each be unpacked into their own separate dictionary. In this case, you will be asked for a name for the new dictionary separately for each dictionary to be unpacked.

Fig. 10-17: **Unpack-dictionary options** window

Fig. 10-18: **Dictionary name** window
10.7 Forwarding a project

Under some circumstances, the recipient of a project may not wish to work on it themselves, as described in the sections above, but rather forward it to a third party. For this situation, Transit offers the **Forward project** function.

<table>
<thead>
<tr>
<th>Step</th>
<th>Terminology manager</th>
<th>Agency</th>
<th>Translator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Create project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Pack project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Receive and unpack project (see section 10.4 on page 282)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Forward project (see section 10.7 on page 295)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Unpack project</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tab. 10-2: Example of how a project is forwarded
Exchanging a dictionary or dictionary extract

The same options are available to you for forwarding a project as for packing a project. You can either forward all the data contained in the project, or else only part of it:

- **Dictionaries**
  If your project contains several dictionaries, you can either pack all the dictionaries or only specific dictionaries.

- **Languages**
  If your dictionaries contain several target languages, you can either pack all the target languages or only specific target languages.

- **Data record filter**
  You can apply data record filters so TermStar only packs specific data records.

You can only forward projects which you have received from others and then unpacked. This function is not available on projects which you created yourself.

**How do I forward a project?**

1. Open the project you want to forward (see section 3.3.2 “Opening a project” on page 54).
2. Select **Project | Exchange (Transit /XLIFF /SDL /MemoQ) | Forward project**.
TermStar displays the **Forward project** window:

![Forward project window](image)

**Fig. 10-19: Forward project window**

The **Pack dictionaries** option is selected by default.

3 To limit the dictionaries which will be forwarded, click on **TermStar options**. TermStar displays the **Pack-dictionary options** window (Fig. 10-2).

4 In the **Dictionaries** section, specify the dictionaries from which TermStar should pack the entries:
   - Select the dictionaries from which you wish to pack entries.
   - Deselect dictionaries from which you do **not** wish to pack entries.
TermStar expects at least one dictionary to be selected as you would otherwise not send any data.

5 Specify the target language of the entries you want to pack:
   - In the **Languages** list, select the languages of the entries you want to pack.
   - Deselect the languages you do **not** want to pack.
TermStar automatically selects the source language since the source language is always sent.

6 Specify whether TermStar should pack language variants:
   - Select **Pack all source-language variants** to pack all source-language variants.
   - Select **Pack all target-language variants** to pack all target-language variants.

7 Specify whether TermStar should only pack filtered entries:
   - If you only want to export those data records which match a data record filter that you have defined, select **Use data-record filter** and select the data record filter from the list.
   - To export the data records that correspond to a default data record filter, select the default data record filter from the **Pack data records** list.
You can also use the default data record filters in conjunction with your own data record filters. TermStar will then only export those data records which correspond to both the default data record filter and your user-defined data record filter.

Please refer to section 5.3 “Filtering data records” on page 108 for more information about data record filters.

Please note that the **Only terminology that is used in the language pairs** option is not relevant for TermStar projects.

8 Confirm your selection by clicking **OK** in the Pack-dictionary options window. TermStar displays the Forward project window again (Fig. 10-19).

9 To create the file to forward to another user, click on **Pack file**. TermStar displays the Pack project window (Fig. 10-3):

10 In the Pack project window specify the drive, path and filename to which TermStar should save the file to be forwarded and confirm your selection by clicking **Save**. TermStar displays a progress bar that indicates what percentage of the dictionaries has already been saved to the file.

TermStar displays the following message when the file for forwarding has been prepared:

*All project files were compressed successfully.*

TermStar also specifies the file size of the compressed file.

TermStar has saved all the necessary data to a compressed file with the extension *ppf*. You can now send this file by e-mail, upload it to an FTP server or save it on a CD, for example.
11 Appendix

11.1 Examples of data record filters

11.1.1 Overview

The following sections provide examples taken from practical situations to show you how to use data record filters to display or hide specific data records:

- Displaying only data records with definitions – section 11.1.2 on page 300
- Displaying only data records without definitions – section 11.1.3 on page 301
- Displaying only data records where the term contains a hyphen – section 11.1.4 on page 302
- Displaying only synonyms and alternatives – section 11.1.5 on page 303
- Displaying only data records with synonyms – section 11.1.6 on page 304
- Displaying only data records starting with capital letters – section 11.1.7 on page 305
- Displaying only data records created or edited by Carry Onn – section 11.1.8 on page 307
- Displaying only data records created or edited by Carry Onn since 5 March 2014 – section 11.1.9 on page 308
- Displaying only entries or subentries with definitions – section 11.1.10 on page 309

Please refer to section 5.3 on page 108 for more detailed information on data record filters.
11.1.2 Displaying only data records with definitions

Example: You want TermStar to display all data records in which the **Definition** field contains a value of any kind in the selected source language.

- On the **Fields** tab, select the field to be filtered (e.g. Entry > Definition).
- Enter . as field content.
- Select the **Regular expression** option.

![Fig. 11-1: Displaying only data records with definitions](image)

TermStar displays all data records which contain one or more characters in the selected source language. In the example given, this means all data records with at least one entry in the source language, where the **Definition** field is *not* empty.

The regular expression **.** means that the field must contain one or more characters of any type (see also the Transit/TermStar NXT Reference Guide, “Regular expressions” section).
11.1 Examples of data record filters

11.1.3 Displaying only data records without definitions

Example: you want TermStar to display all data records in which the Definition field is empty in the selected language.

- On the Fields tab, select the field to be filtered (e.g. Entry > Definition).
- Enter . as field content.
- Select the Regular expression option.
- Check the Invert display (hide matching terms) option.

TermStar displays all data records which do not contain any characters in the specified field in the source language selected. In the example given, this means all data records with at least one entry in the source language, where the Definition field is empty (see also section 5.3.3 “Creating a new data record filter”, step 5 on page 112 and the “Regular expressions” section in the Transit/TermStar NXT Reference Guide).
11.1.4 Displaying only data records where the term contains a hyphen

Example: you want TermStar to display all data records which contain a term with a hyphen (−) in the selected source language.

- On the **Fields** tab, select **Entry > Term** as the field to be filtered.
- Enter *−* as field content.

TermStar displays all data records which contain a specific characters in the specified field in the source language selected. In the example given, this means all data records with at least one source-language term which contains a hyphen (−).

The * character placed before and after the − defines that any number of characters may appear before and after the − character (see also section 5.4.2 “Searching with wildcards” on page 124).
11.1.5 Displaying only synonyms and alternatives

Example: you want TermStar to display only subentries of the types Synonym and Alternative.

- On the Entry types tab, only select Synonyms and Alternatives; deselect all the other options.

On the left-hand dictionary page, TermStar displays only subentries of the types Synonym or Alternative (see also 5.3.5 “Filtering by entry types” on page 114). An arrow points to a reference to the main entry:

```
| Hard disk      | hard drive          |
| hard disk drive | hard drive          |
| increase        | boost               |
| mouse cursor    | mouse pointer       |
```

*Fig. 11-4: Displaying only synonyms and alternatives*

*Fig. 11-5: Example of synonyms and alternatives with references to the main entry*
11.1.6 Displaying only data records with synonyms

Example: you want TermStar to only display data records which contain main entries with a subentry of the type Synonym.

- On the Entry types tab, only select Main entries; deselect all the other options.
- On the Fields tab, select Syn. > Term as the field to be filtered.
- Enter . as field content.
- Select the Regular expression option.

Fig. 11-6: Displaying only main entries

Fig. 11-7: Displaying only data records with synonyms
11.1 Examples of data record filters

TermStar only displays data records in which the source-language term contains one or more characters in the subentry type Synonym. In other words, TermStar does not display any entries on the left-hand dictionary page for which the Synonym field is empty (see also the “Regular expressions” section in the Transit/TermStar NXT Reference Guide).

Combining the entry types selection with other filter criteria

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

11.1.7 Displaying only data records starting with capital letters

Example: you want TermStar to display all data records which contain main entries in which a term starts with a capital letter.

- On the Entry types tab, only select Main entries; deselect all the other options.

- On the Fields tab, select Entry > Term as the field to be filtered.

- Enter `^[A-ZÄÖÜ]` as field content.

- Select the Match case option.

Fig. 11-8: Displaying only main entries
Select the **Regular expression** option.

TermStar displays all data records which contains source-language main entry, where the term starts with one of the characters A – Z, Ä, Ö or Ü. The `^` character before the character class `[A-ZÄÖÜ]` means that the capital letter must be at the start of the term. Otherwise, TermStar would display all data records that contain the capital letter at any point in the term (see also the “Regular expressions” section in the Transit/ TermStar NXT Reference Guide).

**Additional capital letters in other languages**

Please note that if you enter the character class `[A-ZÄÖÜ]`, TermStar will only find the characters A – Z, Ä, Ö or Ü. This is an example for German, but there may be other capital letters in other languages that TermStar would not find with the regular expression `[A-ZÄÖÜ]` (e.g. É, Ø, Æ). If this is the case, you should add the relevant capital letters to the character class.
11.1 Examples of data record filters

11.1.8 Displaying only data records created or edited by Carry Onn

Example: you want TermStar to display all data records that have been created or edited by the user Carry Onn.

- On the Fields tab, select Hdr > Created or changed by as the field to be filtered.
- Enter Carry Onn as filter content.

TermStar displays all data records which were created or most recently edited by the specified user (e.g. by Carry Onn; see section 5.4.2 “Searching with wildcards” on page 124).
11.1.9 Displaying only data records created or edited by Carry Onn since 5 March 2014

Example: you want TermStar to display all data records that have been created or edited by the user Carry Onn since 5 March 2014.

- In addition to the filter field selected in the example shown in section 11.1.8 on page 307, select the field Hdr > Created or changed on.
- Enter 05/03/2014 as field content.

![Fig. 11-11: Displaying only data records created or edited by Carry Onn since 5 March 2014](image)

TermStar displays all data records which were created or edited by the specified user since the stated date (e.g. by the user Carry Onn on or after 5 March 2014; see section 5.3.6 “Filtering by date” on page 116).

Multiple fields are always linked with "AND"

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

Example: you want TermStar to display all main entries where the Definition field contains content of any kind, in all the languages represented.

- On the Entry types tab, the Main entries checkbox must be selected.
- On the Fields tab, select the field to be filtered (e.g. Entry > Definition).
- Enter . as field content.
- Select the Regular expression option.
- Select the option Only display language entries which match the criteria (all languages).

If, after applying the filter, you perform a search for the hash (#) character, TermStar shows all the main entries which contain one or more characters in the specified field, in all languages represented. In the example given, this means all main entries, where the Definition field is not empty.

Should a main entry have a subentry (Abbreviations, Synonyms, Alternatives, Irregular forms, Disallowed terms, User index 1 - 5) which also matches the filter criterion, it is displayed in addition to the main entry, on the right-hand dictionary page. In the example given, this means all subentries, where the Definition field is not empty.

The regular expression . means that the field must contain one or more characters of any type (see also the Transit/TermStar NXT Reference Guide, “Regular expressions” section).
11.2 Special data records for addresses and bibliography

11.2.1 Overview

In addition to normal terminology data records, special data records can also be created in each TermStar dictionary which you can use for addresses and bibliographies.

Address and bibliography data records can be used like terminology data records: You can browse through data records, search for and filter data records etc. as normal.

Address and bibliography data records have a special structure (see section 11.2.2 “Field structure of address and bibliography data records” on page 310).

Compared to terminology data records, the address and bibliography data records have a few special features which you need to be aware of when working with them:

■ Displaying address and bibliography data records (section 11.2.3 on page 311)
■ Creating and editing address and bibliography data records (section 11.2.4 on page 311)
■ Specifying the layout of address and bibliography data records (section 11.2.5 on page 312)
■ Editing layouts for address manager and bibliography (section 11.2.6 on page 313)

Within terminology data records, you can create special cross-references to address or bibliography data records, allowing you to refer to the source or the context of an entry, for example (see section 11.2.7 “Creating a cross-reference to an address or bibliography data record” on page 313).

11.2.2 Field structure of address and bibliography data records

The structure of special data records differs from the structure of terminology data records:

■ Each data record contains one entry only
■ The data record comprises header and entry fields only. There are no language fields or fields for subentries.

The Term field is the index field, as is the case with terminology data records. The address and bibliography data records are sorted by this field. You should therefore use it for names or titles of publications.
11.2.3 Displaying address and bibliography data records

To clearly separate terminology, address and bibliography data records, TermStar displays either terminology data records or address data records or bibliography data records. You must first activate the display for special data records before TermStar can display them.

**How do I display address data records in TermStar?**

1. Select Windows | TermStar | Display mode | Addresses.
   
   TermStar displays the address data records in the same window that previously contained the terminology data records.

**How do I display bibliography data records in TermStar?**

1. Select Windows | TermStar | Display mode | Bibliography.
   
   TermStar displays the bibliography data records in the same window that previously contained the terminology data records.

You can display the address and bibliography data records and search through them in exactly the same way as terminology data records. Use the index buttons, search function, data record filters etc., for this (see section 5 “Using dictionaries” on page 104).

11.2.4 Creating and editing address and bibliography data records

You can edit the address and bibliography data records in exactly the same way as the terminology data records. The only difference is that each address or bibliography data record can only contain one entry.

**New address or bibliography data record in current dictionary**

TermStar always saves a new address or bibliography data record in the dictionary selected as the current dictionary in the project settings. If you subsequently deselect this dictionary from the project, you will no longer be able to display its address and bibliography data records.

An address or bibliography data record often refers to a terminology data record. In this case, go to the project settings and select as the current dictionary the dictionary in which the terminology data record is saved (see section 3.5.5 “Dictionaries’ project settings” on page 61). Then create the address or bibliography data record.
How do I create an address or bibliography data record?

1  Select Windows | TermStar | Display mode | Addresses or Windows | TermStar | Display mode | Bibliography.
   TermStar displays the address or bibliography data records.

2  Select Processing | Data record | Create.
   TermStar creates an address or bibliography data record and switches to the edit mode.

3  Edit and save the new address or bibliography data record as you would a terminology data record (see section 6 “Editing dictionaries” on page 133).

11.2.5  Specifying the layout of address and bibliography data records

TermStar displays address and bibliography data records in special layouts customised for their entries. You can use separate layouts for addresses and bibliographies.

How do I specify layouts for the address and bibliography data records?

1  Select View | Dictionary layouts | Options.
   TermStar displays the More view options window.

2  Select the required layouts in the Layout for special data records section:
   – Layout for address manager list – layout for the address manager
   – Layout for bibliography list – layout for the bibliography

3  Confirm your settings:
   – Click OK to confirm the settings and to close the More view options window.
11.2 Special data records for addresses and bibliography

11.2.6 Editing layouts for address manager and bibliography

Special layouts for the address manager and bibliography can basically be treated identically to those for terminology. The following menus are available to edit these special layouts for the address manager and bibliographies.

- Creating a new special layout
  - For addresses – **View** | Dictionary layouts | Create | Address layout
  - For a bibliography – **View** | Dictionary layouts | Create | Bibliography layout

- Editing a special layout
  - For addresses – **View** | Dictionary layouts | Modify | Address layout
  - For a bibliography – **View** | Dictionary layouts | Modify | Bibliography layout

Please refer to the Transit/TermStar NXT Reference Guide for general information on editing layouts which also applies to special layouts.

11.2.7 Creating a cross-reference to an address or bibliography data record

You can create cross-references in the terminology data records that refer to address or bibliography data records. If you click on such a cross-reference, TermStar automatically displays the relevant address or bibliography data record.

How do I create a cross-reference to an address or bibliography data record?

1. Select **Windows** | **TermStar** | **Display mode** | **Dictionary** to display the terminology data records.
2. Select a data record and change to the edit mode by pressing the Enter key.
3. Select a field in which you want to create the cross-reference.
4. Enter the text for the cross-reference:
   - Reference to the address manager – Enter the text exactly as it appears in the address manager in the **Last Name, Name** field.
   - Reference to the bibliography – enter the complete title exactly as it appears in the bibliography in the **Title** field.
5. Highlight the entire cross-reference text.
6. Select the following, depending on the type of reference:
   - Reference to an address – **Processing** | **Language entry** | **Cross-reference** | **To address**
   - Reference to a bibliography – **Processing** | **Language entry** | **Cross-reference** | **To bibliography**

TermStar then displays the highlighted text in green.
7 In order to complete the process, exit edit mode and decide whether TermStar should save the changes:

8 Select **Processing | Data record | Quit**.

TermStar displays the following message:

Save changes to this data record?

- Select **Yes** to save the changes.
- Select **No** to discard the changes.

TermStar closes the data record and exits edit mode.

If you now click on the new cross-reference, TermStar jumps to the addresses or bibliography and selects the relevant data record.

**Message when clicking on the cross-reference**

If TermStar displays an error message instead of the address or bibliography data record when you click on the cross-reference, the text of the cross-reference probably does not correspond exactly to the contents of the **Last Name, Name** field of the address data record or **Title** of the bibliography data record (see step 4 on page 313).
11.3 Keyboard shortcuts

11.3.1 Overview

You can also perform many functions in TermStar using keyboard shortcuts. Once you are familiar with the shortcuts, you may be able to work significantly faster than with the mouse in many cases.

A summary of all the shortcuts in Transit, TermStar and the Alignment tool is provided in the Transit/TermStar NXT Reference Guide.

Executing commands in TermStar using mnemonic characters

In addition to the keyboard shortcuts described in this Appendix, in TermStar you can also use mnemonic characters to navigate the ribbon bar, TermStar button menu and Quick Access Toolbar with the keyboard, and execute commands. Pressing the ALT key displays the first mnemonic characters (letters or numbers), which you can use to initiate a sequence of commands.

11.3.2 General functions

Table 11-1 shows the shortcuts for general functions.

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close file</td>
<td>CTRL+F4</td>
</tr>
<tr>
<td>Exit TermStar</td>
<td>ALT+F4</td>
</tr>
<tr>
<td>Print dictionary</td>
<td>CTRL+P</td>
</tr>
<tr>
<td>Close window</td>
<td>ESC</td>
</tr>
<tr>
<td>Find</td>
<td>CTRL+F</td>
</tr>
</tbody>
</table>

Tab. 11-1: TermStar: General functions
11.3.3 Navigating within a dictionary

Table 11-2 shows the keyboard shortcuts for moving the cursor within a dictionary.

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>First data record</td>
<td>CTRL+HOME</td>
</tr>
<tr>
<td>Last data record</td>
<td>CTRL+END</td>
</tr>
<tr>
<td>Previous page</td>
<td>PAGE UP</td>
</tr>
<tr>
<td>Next page</td>
<td>PAGE DOWN</td>
</tr>
<tr>
<td>Previous data record</td>
<td>MINUS (keypad)</td>
</tr>
<tr>
<td>Next data record</td>
<td>PLUS (keypad)</td>
</tr>
<tr>
<td>Previous cross-reference</td>
<td>CTRL+ALT+MINUS (keypad)</td>
</tr>
</tbody>
</table>

Tab. 11-2: TermStar: Navigating within a dictionary

11.3.4 Editing a dictionary

Table 11-3 shows the keyboard shortcuts that can be used when editing a dictionary.

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert new data record</td>
<td>ALT+PLUS (keypad)</td>
</tr>
<tr>
<td>Delete data record</td>
<td>ALT-MINUS (keypad)</td>
</tr>
<tr>
<td>Cut data record</td>
<td>ALT-FORWARD SLASH (keypad)</td>
</tr>
<tr>
<td>Copy data record</td>
<td>ALT-ASTERISK (keypad)</td>
</tr>
<tr>
<td>Paste cut/copied data record</td>
<td>ALT-ENTER</td>
</tr>
</tbody>
</table>

Tab. 11-3: TermStar: Editing a dictionary
11.3.5 Edit mode for a data record

Table 11-4 shows the keyboard shortcuts that can be used to access and quit edit mode and which you can use when the selected data record is open in edit mode.

<table>
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<th>Shortcut</th>
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</thead>
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<td>Access edit mode for the currently selected data record</td>
<td>ENTER or CTRL+E</td>
</tr>
<tr>
<td>Access edit mode on right-hand page</td>
<td>CTRL+ENTER</td>
</tr>
<tr>
<td>Next field</td>
<td>TAB</td>
</tr>
<tr>
<td>Previous field</td>
<td>SHIFT+TAB</td>
</tr>
<tr>
<td>Insert new entry</td>
<td>CTRL+PLUS (keypad)</td>
</tr>
<tr>
<td>Delete entry</td>
<td>CTRL+MINUS (keypad)</td>
</tr>
<tr>
<td>Cut entry</td>
<td>CTRL+FORWARD SLASH (keypad)</td>
</tr>
<tr>
<td>Copy entry</td>
<td>CTRL+ASTERISK (keypad)</td>
</tr>
<tr>
<td>Paste cut/copied entry</td>
<td>CTRL+ENTER</td>
</tr>
<tr>
<td>Undo</td>
<td>CTRL+Z</td>
</tr>
<tr>
<td>Redo</td>
<td>CTRL+Y</td>
</tr>
<tr>
<td>Quit edit mode</td>
<td>ESC</td>
</tr>
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* – see wildcard

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Head Office of the STAR Group
STAR AG
Wiesholz 35
8262 Ramsen
Switzerland
Phone: +41 52 742 92 00
Fax: +41 52 742 92 92
E-mail: info@star-group.net   www.star-group.net