



TermStar XV

Importing/Exporting

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1 Welcome

1.1 Manuals

Transit/TermStar are very powerful tools in your translation process. A wide range of manuals are available which help you use Transit/TermStar optimally and provide you with the correct information on the task at hand.

You can start the most important manuals directly from the installation CD by starting the installation CD and clicking **Manuals**.

- Transit/TermStar XV – Installation
Installation and upgrade installation of Transit and/or TermStar XV
- Transit XV – User's Guide
The basics for working in Transit
- TermStar XV – User's Guide
The basics for working in TermStar
- Transit/TermStar XV – Reference Guide
Special functions for advanced users of Transit and TermStar
- Transit XV – Alignment Tool
For creating reference material for Transit from existing translations
- Transit XV – Filters
Detailed information and tips on file formats which you can import in Transit
- TermStar XV – Importing/Exporting
Exporting dictionaries out of TermStar, merging dictionaries and importing data into TermStar dictionaries

Latest manuals on our website

The latest versions of these manuals and other documentation can be downloaded from our website in the **Support/Download | Download Center** area under www.star-solutions.net



Manuals on migration

Once you have installed Transit/TermStar, you can call up additional manuals on migration from Version 2.7/3.0 to Version XV via the Windows start menu (Windows menu **Start | Programs | Transit XV | Transit 2.x Migration** or **Transit 3.0 Migration**):





Special manuals for advanced users

Additional manuals are available for very advanced users which describe very specific tasks and areas (e.g. API parameters, file format definitions or connecting SQL databases). These manuals are available on request.

1.2 Symbols and conventions

We use special symbols and fonts for easy orientation in this manual. You will find the symbols and fonts used and their meanings in table 1-1.





Symbols and fonts	Explanation
	Warning Warning of serious errors. Failure to observe this warning may result in data loss.
	Caution An important note to help you avoid errors which could affect your work.
	Information A note or tip to make work easier.
	Instruction Numbered steps to follow when carrying out an instruction.
Click Edit Find.	Menu Menu items, options and buttons are printed in bold . The vertical line () separates the menu and the submenu. The example given on the left has the following meaning: Click the Edit menu and then select the Find function.

Table 1-1: Symbols and conventions

Symbols and fonts	Explanation
Press CTRL+F4	Shortcut This instruction means that you must press the F4 key while <i>holding down</i> the CTRL key <i>at the same time</i> .
Press CTRL+Q, E	This instruction means the following: <ul style="list-style-type: none"> ■ Press the keys CTRL and Q <i>simultaneously</i>. ■ Then release both keys and press the E key.
Enter the term <i>valve</i> .	User input You must enter characters shown in the <i>Courier Italic</i> font using the keyboard.
Enter the <search text>. Select <File name>.	Variables Any text in angular brackets is a placeholder which you must replace, along with the angular brackets, with a concrete value.
The lddd.rbe file is located in the \config\global folder.	File names File and folder names are displayed in Courier font.

Table 1-1: Symbols and conventions (cont.)

Calling up functions via menu, keyboard shortcuts or icons

This manual provides you with information on how to call up functions via menus. However, you can also call up many functions via shortcuts, icons or the context menu.

The Appendix in the TermStar User's Guide provides you with an overview of the keyboard shortcuts and icons available to you.



2 Introduction

You can import and export dictionaries in TermStar:

- Exporting dictionaries

If you want to use TermStar dictionaries in TermStar 2.6/2.7 or in other terminology management programs, you can simply export them (see Section 3 "Exporting Dictionaries" on page 13).

In addition, you have the option of saving the contents of dictionaries as user-defined. TermStar then saves the dictionary as it is displayed in TermStar, with the layout used and any filters which may be active (see Section 4 "Saving dictionary contents as user-defined" on page 21).

If you simply want to give a dictionary to another TermStar user, you can use the "Send project" function and simply send the desired dictionary with the project (see TermStar User's Guide).

- Importing dictionaries

If you want to use TermStar dictionaries from TermStar 2.6/2.7 or from other terminology management programs, you can simply import them (see Section 5 "Importing Dictionaries" on page 25).

If you are importing data into an existing dictionary, you can merge the data – i.e. specify how TermStar should handle any duplicate data records or entries (see Section 6 "Merging Data into an Existing Dictionary" on page 49).

You also have the option of importing terminology from user-defined file formats (e.g. from an Excel table or a glossary). To do this, you must use an import script to define all the special features of the file format (see Section 7 "Import Script for User-Defined Data Formats" on page 63).

If you simply want to take a dictionary from another TermStar user, you can use the "Receive project" function and simply receive the desired dictionary with the project (see TermStar User's Guide).

3 Exporting Dictionaries

3.1 Overview

TermStar's export function allows you to export the contents of your dictionaries to external files. You can then use these files to import the terminology into TermStar 2.6/2.7 or into another terminology management program. Please refer to Section 3.2 "Data formats supported" on page 14 for more detailed information on the data formats TermStar can export.

You can work with either the wizard or the expert when exporting a dictionary:

- The wizard takes you through the export process step-by-step so you cannot forget anything and can specify all the necessary settings (see Section 3.3 "Carrying out a dictionary export" on page 15).
- The expert is designed for experienced users and goes beyond the functions of the wizard, allowing for additional settings (e.g. filtering when exporting etc.), see Section 3.4 "Expert" on page 19).

Saving a dictionary in a user-defined format

In addition to the export, you also have the option of saving dictionaries in a user-defined format. TermStar then saves the dictionary as it is displayed in TermStar: i.e. with the layout used and any filters which may be active (see Section 4 "Saving dictionary contents as user-defined" on page 21).



Sending a dictionary to other TermStar users

If you simply want to give a dictionary to another TermStar user, you can use the *Send project* function and simply send the desired dictionary with the project (see User's Guide).



3.2 Data formats supported

3.2.1 Overview

TermStar supports the following data formats when exporting dictionaries (Table 3-1):

Format	Description	Exported data
TermStar 2.6/2.7	Export so that the dictionary can be used in TermStar 2.6 or 2.7	■ Data records
MARTIF	MARTIF = " <i>Machine Readable Terminology Interchange Format</i> " ISO standard format for exchanging dictionaries with other terminology management programs	■ Data records ■ Additional data (see Section 3.2.2 on page 14)
TermStar 3.0/XV Image	Export so that you can import the dictionary into TermStar on another computer.	■ Data records ■ Additional data (see Section 3.2.2 on page 14)
User-defined	Save dictionary as a text file with any layout and, if necessary, filtered. See Section 4 "Saving dictionary contents as user-defined" on page 21.	■ Data records

Table 3-1: Formats for dictionary export

3.2.2 Exporting additional dictionary data

Some data formats allow you to export extra data in addition to the dictionary entries (see Table 3-1 on page 14, "Exported data" column).

In this way, you can export data such as passwords or the input verification rules for a dictionary. These formats also allow you to export an empty dictionary, i.e. the field structure only.

Apart from the entries, you can export the following dictionary data:

- Input verification
- Values lists
- Modified field names
- Passwords

- Default values
- Only structure, no data

3.3 Carrying out a dictionary export

TermStar's export wizard guides you step by step through the process. The wizard explains each step.

How do I export a dictionary using the wizard?

- 1 Select **Options | Database administrator | Wizard**.
TermStar displays the **Database Administration Actions** window.
- 2 Select the **Export TermStar dictionary** option and click **Next**.
TermStar displays the **TermStar Database for Export** window with a list of the existing databases.
- 3 Click on the plus sign next to a database name to make TermStar display the dictionaries in a database.

TermStar displays the dictionaries contained (Fig. 3-1).

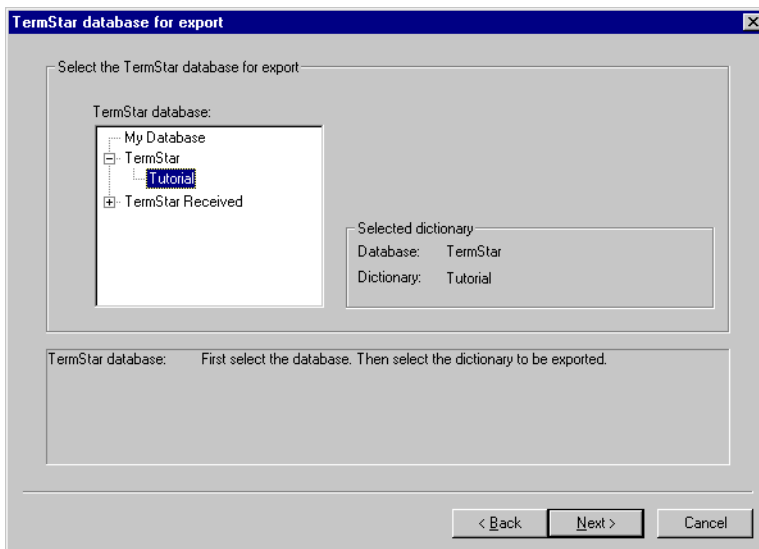


Fig. 3-1: **TermStar Database for Export** window with dictionaries in the TermStar database

- 4 Select a dictionary and click **Next**.

- TermStar displays the following message if you have not selected a dictionary:

No dictionary selected!

Confirm the message by clicking **OK**, select a dictionary and click **Next**.

TermStar displays the **Export Format** window (Fig. 3-2).

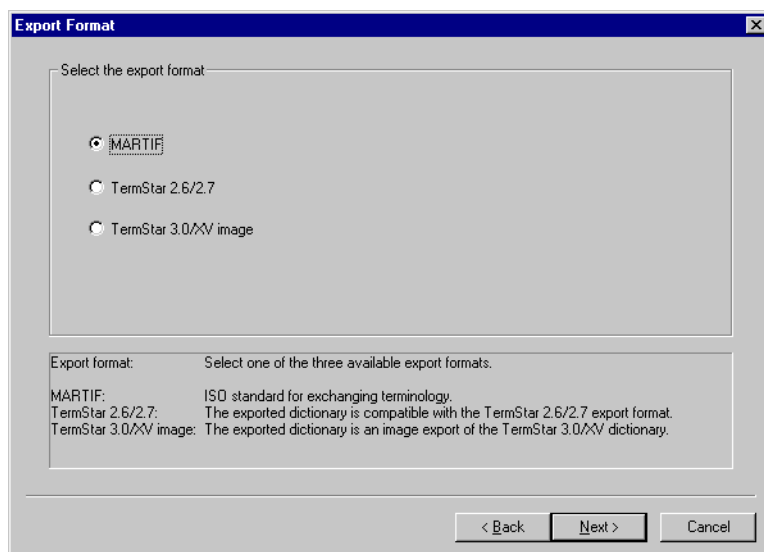


Fig. 3-2: **Export Format** window

- 5 Select the format to which you wish to export the dictionary (see Table 3-1 on page 14) and click **Next**.

- 6 If you select MARTIF format, TermStar displays the **Export options** window (Fig. 3-3).

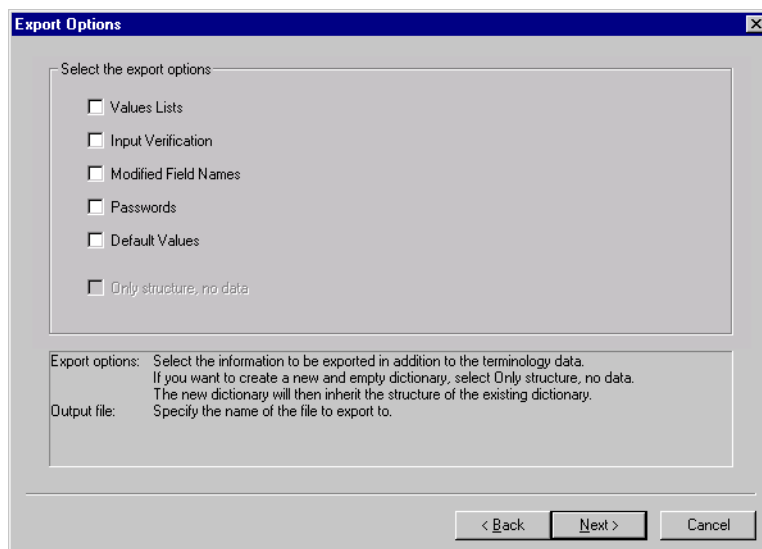


Fig. 3-3: **Export options** window for MARTIF format

Select the dictionary data you wish to export in addition to the entries (see Section 3.2.2 "Exporting additional dictionary data" on page 14) and click **Next**.

TermStar displays the **Export destination** window (Fig. 3-4).

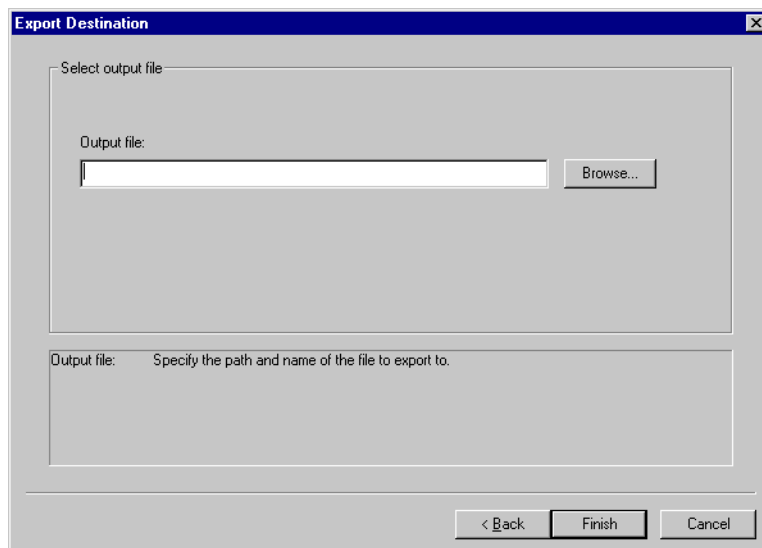


Fig. 3-4: **Export destination** window

- 7 In the **Output file** field, specify the path and name of the file to which TermStar should export the data.

- Click **Browse** to specify the drive, folder and file name.

TermStar displays the **Save as** window.

- Select the folder in which you wish to save the output file.
- Enter the name of the output file in the **File name** field. You only need to enter the file extension if you do not wish to use the file extension suggested by TermStar.

Please note that the **Save as type** field affects the output file extension only and has *no* effect on the export format.

- Click **Save**.

TermStar closes the **Save as** window and displays the **Export destination** window again. In the **Output file** field, TermStar displays the path and file name you selected.

- 8 Click **Finish** to start the export.

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

You can cancel the export at any stage simply by pressing **Cancel**.

TermStar displays the following message when the export is completed (Fig. 3-5):

Completed successfully.



Fig. 3-5: **Export** window on completion of the export

- 9 Close the window by clicking **OK**.

3.4 Expert

3.4.1 Overview

The expert is designed for experienced users and goes beyond the functions of the wizard, allowing for additional settings (e.g. filtering when exporting etc.).

3.4.2 Exporting a dictionary using the expert

How do I export a dictionary using the expert?

- 1 Select **Options | Database administrator | Expert**.
TermStar displays the **TermStar dictionary expert** window with a list of the existing databases.
- 2 To make TermStar display the dictionaries in a database, click on the plus sign next to the database name.
TermStar displays the dictionaries contained.
- 3 Select a dictionary and click **Import/Export**.
TermStar displays the **Database Administration: Expert <Dictionary>(<Database>)** window with the name of the selected dictionary.
- 4 Select the **Database Export** tab (Fig. 3-6).

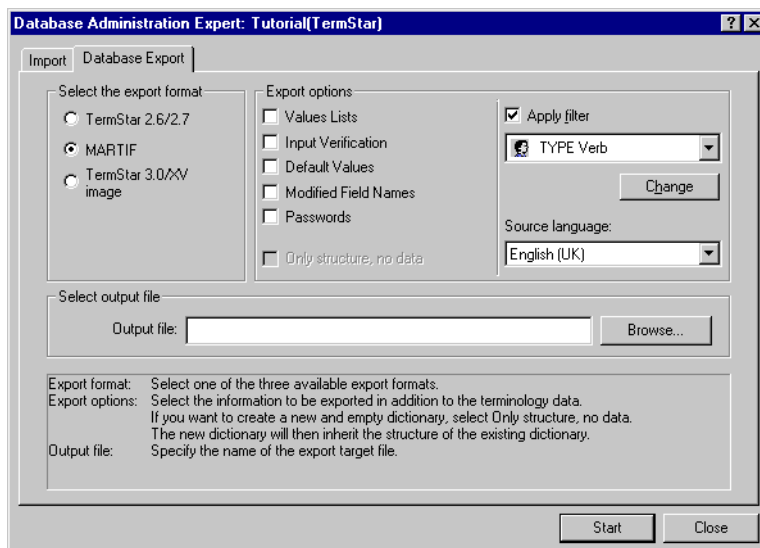


Fig. 3-6: **Database Export** tab of the database expert

The **Database Export** tab allows you to specify the following:

- **Select the export format** section – format to which you want to export the dictionary (see Table 3-1 on page 14, corresponds to step 5 on page 16)
- **Export options** section (only for MARTIF format) – dictionary data which you want to export in addition to the entries (corresponds to step 6 on page 17).
- **Apply filter** section – select **Apply filter** to export the dictionary filtered.

If you have selected **Apply filter**, you must select an existing filter from the list. Click **Change** if you want to change the filter or create a new one. Please refer to the TermStar User's Guide for information on how to filter dictionaries.

In the **Source language** list, select the source language which TermStar should filter.

- **Select output file** section – specify path and name of the file to which TermStar should export the data (corresponds to step 7 on page 18).

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

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

TermStar displays the following message when the export is completed (Fig. 3-7):

Completed successfully.

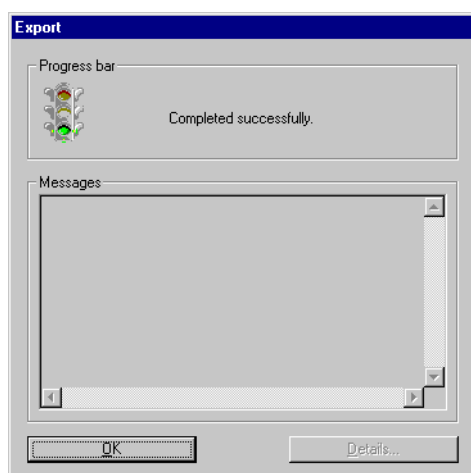


Fig. 3-7: **Export** window on completion of the export

- 6 Close the window by clicking **OK**.
- 7 If you do not wish to carry out any more imports or exports, close the **Database Administration Expert** window by clicking **Close**.
- 8 To close the TermStar dictionary expert, click **End**.

4 Saving dictionary contents as user-defined

4.1 Overview

You can save the contents of a dictionary as an ASCII, ANSI or Unicode text file (see Section 4.2 "Saving a dictionary as a text file" on page 21). This file contains all the entries in exactly the same form as TermStar displays the dictionary window on the screen. The window to be saved can contain either project dictionaries or an individual dictionary.

In this way, you can create a file which you can import into Excel as a table, for example. Section 8.1 on page 117 contains an example of exporting a dictionary to be used as an Excel table.

The layout and appearance of the entries in the text file can be specified using the standard layout. TermStar saves the entries in the text file in the same way as TermStar displays them on the left-hand dictionary page. Create an appropriate layout to display the data in the format you require (see Reference Guide).

If TermStar is filtering the dictionary, it only saves the data records shown. In this way, you can use data record filters to specify the data records TermStar saves to the text file.

4.2 Saving a dictionary as a text file

Prior to saving the dictionary as a text file, specify the required standard layout and activate the desired data record filter, if necessary.

How do I save a dictionary window as a text file?

- 1 Select the dictionary window the contents of which you wish to save.
- 2 Select **File | Save As**.



TermStar displays the **Save as** window (Fig. 4-1).

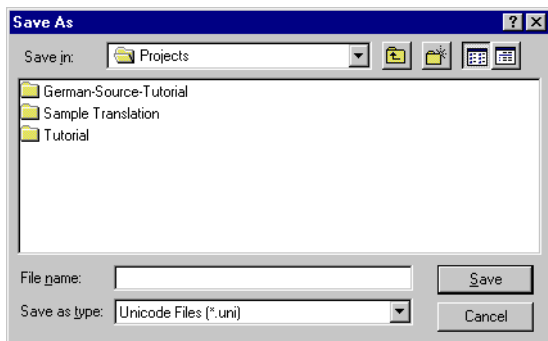


Fig. 4-1: **Save as** window

- 3 Select the folder to which you wish to save the file.
- 4 Select the type of text file from the **Save as type** list.
 - Unicode Files (*.uni) – for files with a Unicode format
 - ANSI Files (*.ans) – for files with an ANSI format
 - ASCII Files (*.asc) – for files with an ASCII format

The character coding depends on the application and the settings with which the data is subsequently to be processed. If necessary, check with the recipient of the data what character coding is required.

- 5 Enter the name of the file in the **File name** field. You do not need to enter the file extension as TermStar assigns it automatically depending on the file type.
- 6 Click **Save**.

TermStar displays the **Control** window with the number of data records processed (Fig. 4-2). You can cancel the saving process at any stage simply by clicking **Cancel**.



Fig. 4-2: **Control** window

Saving is complete once TermStar displays the **Close** button (instead of **Cancel**), (Fig. 4-3).



Fig. 4-3: **Control** window with the **Close** button

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

5 Importing Dictionaries

5.1 Overview

If you want to use dictionaries from other TermStar users, from TermStar 2.6/2.7 or from other terminology management programs, you can simply import them. Please refer to Section 5.2 "Data formats supported" on page 26 for information on the dictionary data formats TermStar can import and examples of typical importing tasks.

You can work with either the wizard or the expert when importing a dictionary.

- The wizard takes you through the import process step-by-step so you cannot forget anything and can specify all the necessary settings (see Sections 5.3 "Importing a TermStar dictionary directly" on page 28 to 5.5 "Importing user-defined formats" on page 40).
- The expert is designed for experienced users (see Section 5.6 "Expert" on page 42).

If you are importing data into an existing dictionary, you can specify how TermStar should handle any duplicate data records or entries. To do this, you need to specify a "*merging definition*" (see Section 6 "Merging Data into an Existing Dictionary" on page 49).

If you want to import user-defined data formats, you must define an "*import script*". The import script contains all the information on the format of the data in the import file (see Section 7 "Import Script for User-Defined Data Formats" on page 63).

Receiving dictionaries from other TermStar users

If you simply want to take a dictionary from another TermStar user, you can use the *Receive project* function and simply receive the desired dictionary with the project (see User's Guide). In this way you can also receive parts of dictionaries ("*extract dictionaries*").



Importing large dictionaries with Microsoft Access database

Importing large dictionaries when you are using a Microsoft Access database can require a very large amount of space on your hard disk.

We recommend you create a new TermStar database where sufficient disk space is available. An average size of 4 MB per 1000 terminology data records can be taken as a rough guide for calculating the size of the disk space required.



5.2 Data formats supported

5.2.1 Overview

TermStar supports the following data formats when importing dictionaries (Table 5-1):

Format	Description
MARTIF	<ul style="list-style-type: none"> ■ MARTIF "<i>Machine Readable Terminology Interchange Format</i>", ISO standard format for exchanging dictionaries between terminology programs. ■ Importing dictionaries from other terminology programs <p>Please refer to Section 5.4 "Importing dictionaries in TermStar or MARTIF format" on page 37 for more detailed information.</p>
TermStar 3.0/XV image	<ul style="list-style-type: none"> ■ TermStar export format. ■ Importing TermStar dictionaries to which you do not have direct access (e.g. dictionaries which were created on another computer) <p>Please refer to Section 5.4 "Importing dictionaries in TermStar or MARTIF format" on page 37 for more detailed information.</p>
TermStar 3.0/XV dictionary	<ul style="list-style-type: none"> ■ Importing dictionaries to which you have direct access (e.g. to merge two dictionaries) <p>Please refer to Section 5.3 "Importing a TermStar dictionary directly" on page 28 for more detailed information.</p>
TermStar 2.6/2.7	<ul style="list-style-type: none"> ■ TermStar 2.6 and 2.7 export format. ■ Importing dictionaries from TermStar 2.6 and 2.7 <p>Please refer to Section 5.4 "Importing dictionaries in TermStar or MARTIF format" on page 37 and our documentation "<i>Data exchange 2.x – XV</i>" for more detailed information.</p>
Log file	<ul style="list-style-type: none"> ■ File which TermStar can generate during automatic dictionary import. ■ It contains "questions" for the user if duplicate data records are present or values contradict the input verification, for example. <p>Please refer to Section 6.4 "Processing a log file" on page 60 for more detailed information.</p>

Table 5-1: Formats for dictionary import

Format	Description
User-defined	<p>Importing data which do not correspond to any of the other defined formats</p> <p>Examples:</p> <ul style="list-style-type: none"> ■ Glossaries in Excel files or text files ■ Lists created by the user ■ Data from Internet pages <p>Please refer to Section 5.5 "Importing user-defined formats" on page 40 for more detailed information.</p>

Table 5-1: Formats for dictionary import (cont.)

5.2.2 Examples of typical import tasks

The following table indicates which formats and procedures are recommended for typical import tasks (Table 5-2):

Action	Procedure and format
Import a dictionary which you have created on the same computer using TermStar 3.0/XV.	<ul style="list-style-type: none"> ■ No export necessary as you can directly access the dictionary. ■ TermStar 3.0/XV dictionary import format (see Section 5.3 "Importing a TermStar dictionary directly" on page 28). <p>This allows you to merge two TermStar dictionaries into one dictionary.</p>
Import a dictionary which was created on another computer using TermStar 3.0/XV.	<p>You cannot directly access this dictionary.</p> <ul style="list-style-type: none"> ■ Export the dictionary on the other computer to TermStar 3.0/XV image format (see Section 3.3 "Carrying out a dictionary export" on page 15) ■ Copy the file created (*.img) to your computer ■ Import the file on your computer with the TermStar 3.0/XV image format (see Section 5.4 "Importing dictionaries in TermStar or MARTIF format" on page 37).
Import a dictionary that has been created with TermStar 2.6/2.7.	<p>There are two options for importing a dictionary which you created in TermStar 2.6/2.7:</p> <ul style="list-style-type: none"> ■ Export the dictionary using TermStar 2.6/2.7 to the TermStar format (<i>not TermStar dictionary!</i>). ■ Import using the Import 2.7 dictionary function.

Table 5-2: Examples of typical dictionary import tasks

Action	Procedure and format
Import from another terminology management program which supports MARTIF.	<ul style="list-style-type: none"> ■ Export the data from the terminology management program to MARTIF format. ■ Import the file generated into TermStar using the MARTIF format (see Section 5.4 "Importing dictionaries in TermStar or MARTIF format" on page 37). <p>This format allows you to import dictionary settings such as passwords and input verification rules in addition to the data records and entries.</p>
Import data which does not correspond to any of the defined formats (e.g. glossaries in Excel files or text files).	<ul style="list-style-type: none"> ■ Create import script which contains information on the languages, fields, delimiters etc. (see Section 7 "Import Script for User-Defined Data Formats" on page 63). ■ Import the data using the User-defined format (see Section 5.5 "Importing user-defined formats" on page 40).
Import large files without the user having to input data.	<ul style="list-style-type: none"> ■ Import using the option Write question to log file. TermStar skips all the data records which require user input and saves these to the log file. ■ Import the log file using the Log file format. TermStar processes all the data records contained in the log file and prompts you for your input as required (see Section 6.4 "Processing a log file" on page 60).

Table 5-2: Examples of typical dictionary import tasks (cont.)

5.3 Importing a TermStar dictionary directly

If you can directly access a dictionary which was created on your computer using TermStar, then it can be imported directly. This allows you, for example, to merge two dictionaries into one.



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

- 1 Select **Options | Database administrator | Wizard**.
TermStar displays the **Database administration actions** window.
- 2 Select **Import into dictionary** and click **Next**.

TermStar displays the **Import file or dictionary** window (Fig. 5-1).

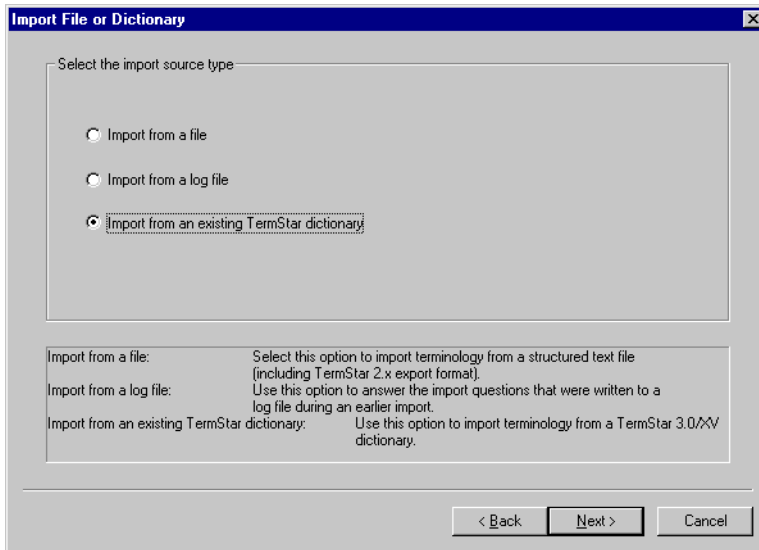


Fig. 5-1: **Import file or dictionary** window

- 3 Select the **Import from an existing TermStar dictionary** option and click **Next**.
TermStar displays the **TermStar source dictionary** window with a list of the existing databases.
- 4 Click on the plus sign next to a database name to make TermStar display the dictionaries in a database.

TermStar displays the dictionaries contained (Fig. 5-2).

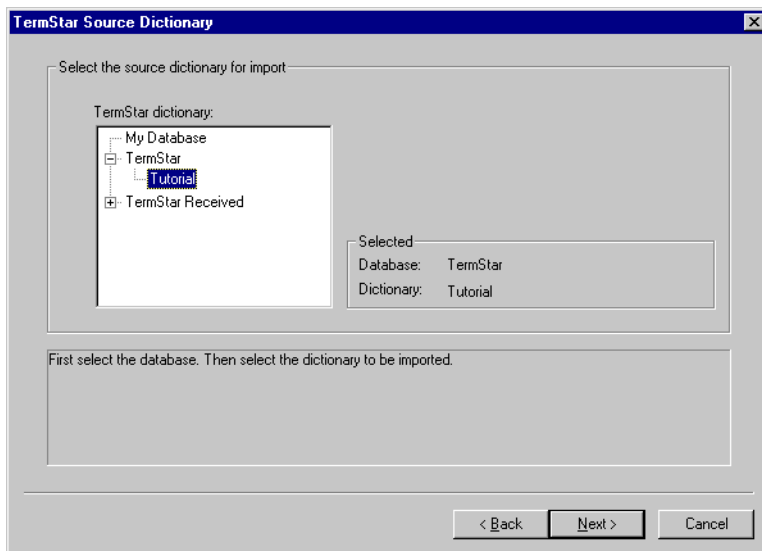


Fig. 5-2: **TermStar source dictionary** window with the **Tutorial** dictionary to be imported

- 5 Select the dictionary whose contents you wish to import and click **Next**.
TermStar displays the **TermStar target dictionary** window with a list of the existing databases.
- 6 Click on the plus sign next to a database name to make TermStar display the dictionaries in a database.

TermStar displays the dictionaries contained (Fig. 5-3).

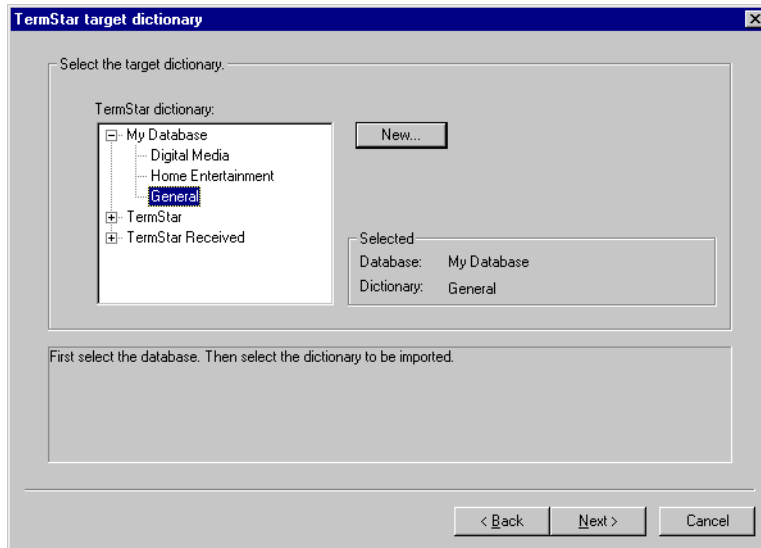


Fig. 5-3: **TermStar target dictionary** window with `General` target dictionary

- 7 Select the dictionary into which you want to import the data.
 - If you wish to import the data into a new dictionary or a new database, click **New** and follow the instructions in the wizard. Please refer to the TermStar User's Guide for information on how to create new dictionaries and databases.
 - TermStar creates a new dictionary and, if applicable, a new database and shows it in the **TermStar dictionary** pane.
 - You then select the new dictionary you have created.
- Confirm your choice by clicking **Next**.

TermStar displays the **Merge/append import data** window (Fig. 5-4).

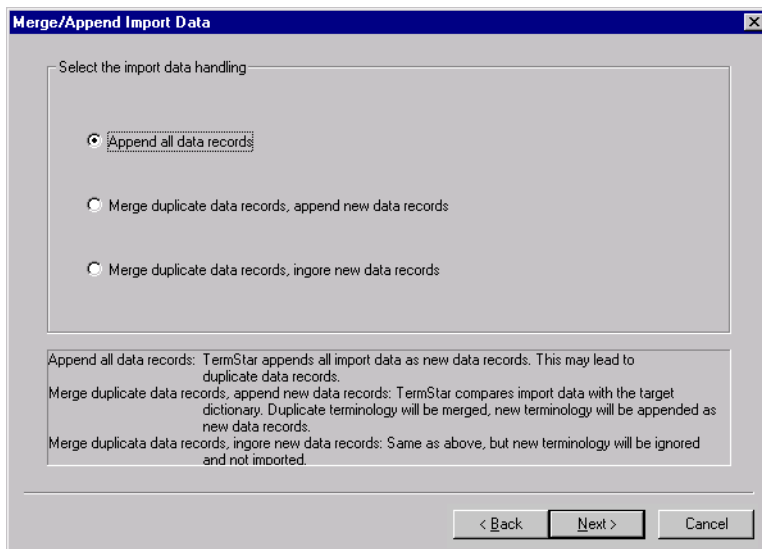


Fig. 5-4: **Merge/append import data** window

- 8 Specify how TermStar should handle the data in the dictionary to be imported:
 - **Append all data records** – TermStar adds all import data as new data records to the target dictionary. This may lead to duplicate data records.
 - **Merge duplicate data records, append new data records** – TermStar determines duplicate data records and merges the import data to the data records of the target dictionary according to your specifications.
 If TermStar can not find a corresponding data record in the target dictionary, a new data record is created in the target dictionary.
 - **Merge duplicate data records, ignore new data records** – TermStar treats duplicate data records as explained for the previous option.
 It ignores, however, any import data for which it can not find a corresponding data record in the target dictionary. TermStar will *not* import these data.

If you have selected **Merge duplicate data records** etc., TermStar displays the **Merging definition** window (Fig. 5-5).

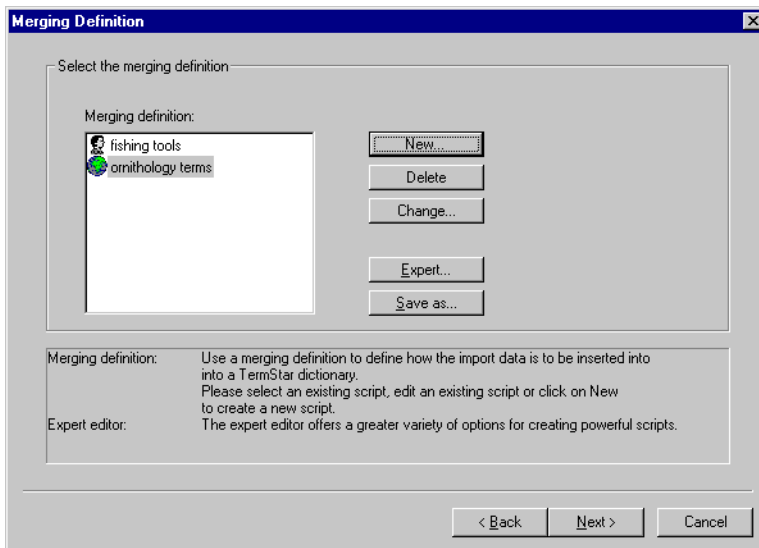


Fig. 5-5: **Merging definition** window

In this case, select a merging definition or create a new one (see Section 6.2 "Merging definition" on page 49). Then click **Next**.

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

TermStar displays the **Input verification** window (Fig. 5-6).

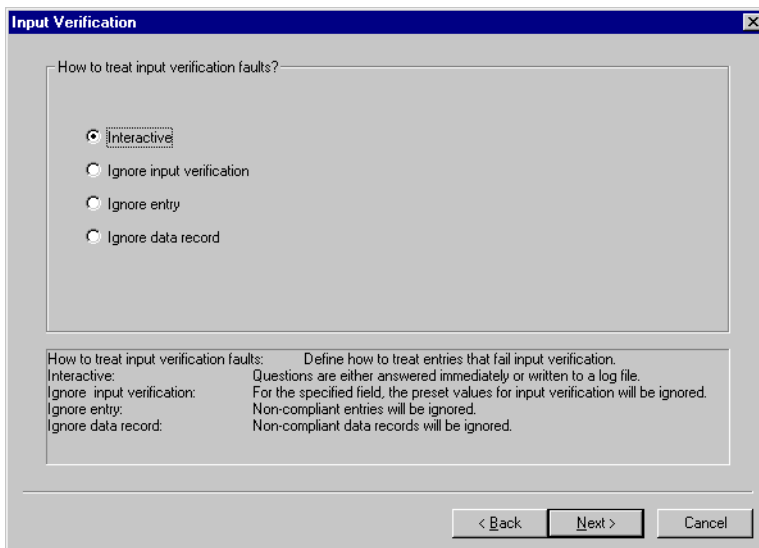


Fig. 5-6: **Input verification** window

- 9 Specify how TermStar is to handle values to be imported which do not correspond to the input verification rules for the target dictionary:

- **Interactive** – TermStar stops the import and displays a window in which you can confirm whether TermStar should import the value or not.

If you select the **Write questions to log file** option for the import verification under Step 10, TermStar saves the data records affected to a log file which you can import and process at a later stage.

- **Ignore input verification** – TermStar does *not* check whether the values to be imported correspond to the input verification rules and imports all values.
- **Ignore entry** – TermStar skips the entry in question and does *not* import it.
- **Ignore data record** – TermStar skips the entire data record and does *not* import it.

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

TermStar displays the **Import verification logging** window (Fig. 5-7).

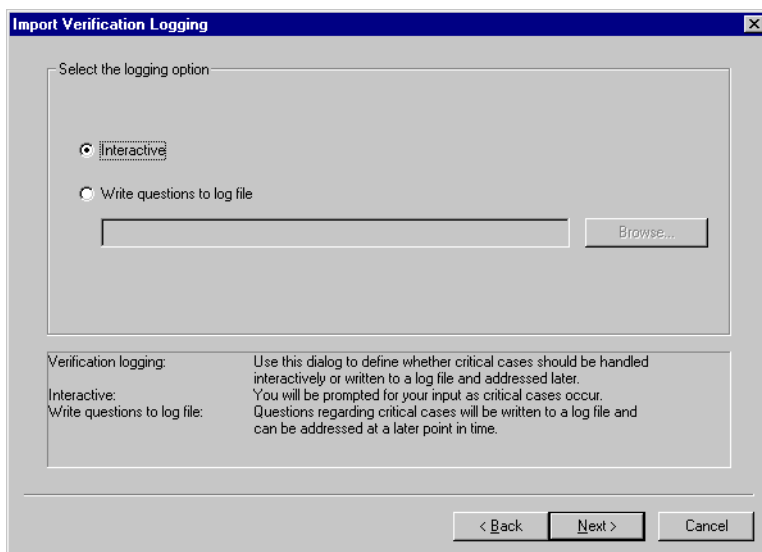


Fig. 5-7: **Import verification logging** window

- 10 Specify how TermStar should react to situations requiring user input (e.g. conflicts when merging caused by duplicate data records or values which do not correspond to the input verification):

- **Interactive** – TermStar stops the import and displays a window in which you can confirm whether TermStar should import the value or not.
- **Write questions to log file** – TermStar saves the data records affected to a log file which you can import and process at a later stage.

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

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

Select the desired option for the import verification and click **Next**.

TermStar displays the **Summary** window with the settings you made (Fig. 5-8).

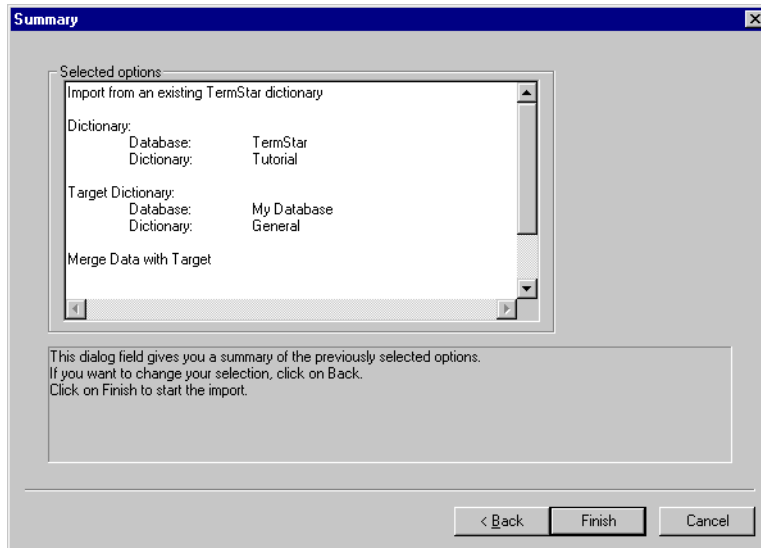


Fig. 5-8: **Summary** window

- 11 Check the settings.
 - Click **Back** to change the settings.
 - Once the settings are correct, start the import by clicking **Finish**.
- TermStar displays the **Import** window with the progress bar.
- You can cancel the import at any stage simply by clicking **Cancel**.

TermStar displays the following message when the import is completed (Fig. 5-9):

Completed successfully.

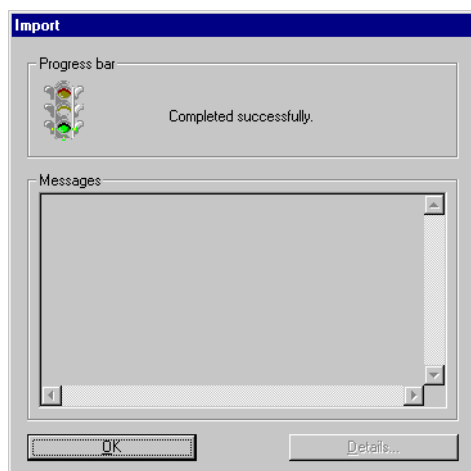


Fig. 5-9: **Import** window on completion of the import

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

Depending on which options you selected for the import, TermStar prompts you for your input for the following conflicts:

■ Data record field verification error

A field to be imported contains a value which does not comply with the input verification of the target dictionary.

TermStar displays the **Data record field verification error** window (Fig. 5-10):

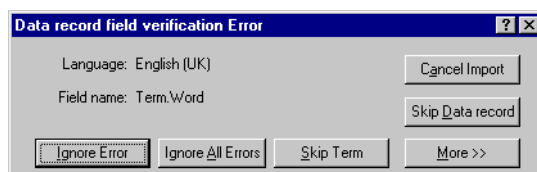


Fig. 5-10: **Data record field verification error** window

Click **More** to make TermStar display detailed information on the data record. If necessary, you can hide the detailed information again by clicking **Less**.

You can specify how TermStar should handle the entry:

- **Ignore error** – TermStar imports the data record despite non-compliance with the input verification.
- **Skip term** – TermStar does *not* import the entry.
- **Skip data record** – TermStar does *not* import the entire data record.

- **Ignore all errors** – TermStar ignores the input verification for this and all other data records and does not display any more messages.

■ Several target data records possible

There are several possible target data records for a data record being imported resulting in the fact that TermStar cannot decide which is the correct target data record.

TermStar displays the **Manual synchronisation** window which you can use to specify to which target data record the data record being imported should be appended (see Section 6.3.2 "Synchronising data records interactively" on page 55).

■ Interactive merging for duplicate data records

Based on the synchronisation, TermStar recognises a data record to be imported as a duplicate data record. You selected *Interactive* as the merge option (see Section 6.2 "Merging definition" on page 49).

TermStar displays the **Merging** window which you can use to specify how this entry should be dealt with (see Section 6.3.3 "Merging data records interactively" on page 57).

If you have asked TermStar to create a log file, TermStar displays the number of data records saved to the log file in the **Import** window (see Fig. 5-11). You can then import and process the log file (see 6.4 "Processing a log file" on page 60).

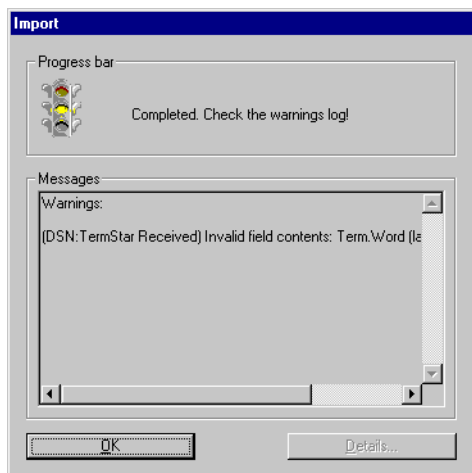


Fig. 5-11: **Import** window with reference to log file

5.4 Importing dictionaries in TermStar or MARTIF format

You can import dictionaries both from different versions of TermStar and from other terminology management programs:

- Importing dictionary files which were exported in TermStar to the **TermStar 3.0/XV image** format
- Importing dictionaries which were exported using other programs which support MARTIF
- Importing dictionary files which were exported in TermStar 2.6/2.7 to the **TermStar** format

You can import dictionaries saved in TermStar 2.6/2.7 databases (**Options | Database administrator | Import 2.x database** menu).



"Data exchange 2.x – XV" documentation

Please refer to our documentation "*Data exchange 2.x – XV*" for information and tips on exchanging dictionaries between TermStar 2.x and TermStar XV.



How do I import dictionaries in TermStar or MARTIF format?

- 1 Select **Options | Database administrator | Wizard**.
TermStar displays the **Database administration actions** window.
- 2 Select **Import into dictionary** and click **Next**.
TermStar displays the **Import file or dictionary** window.
- 3 Select **Import from a file**.
TermStar displays the **Import file** window.
- 4 Click **Browse** to specify the path and file name of the file to be imported.
TermStar displays the **Open** window.
- 5 Select the folder and name of the file that you wish to import.
If you want TermStar to just display files of a certain file format, select the desired file format from the **Files of type** list.
- 6 Click **Open** to confirm the file selected.
TermStar closes the window and displays the **Import file** window again. In the **Import file** field, TermStar displays the path and file name you selected.
- 7 Click **Next** to confirm the path and file name.

TermStar displays the **File format** window (Fig. 5-12).

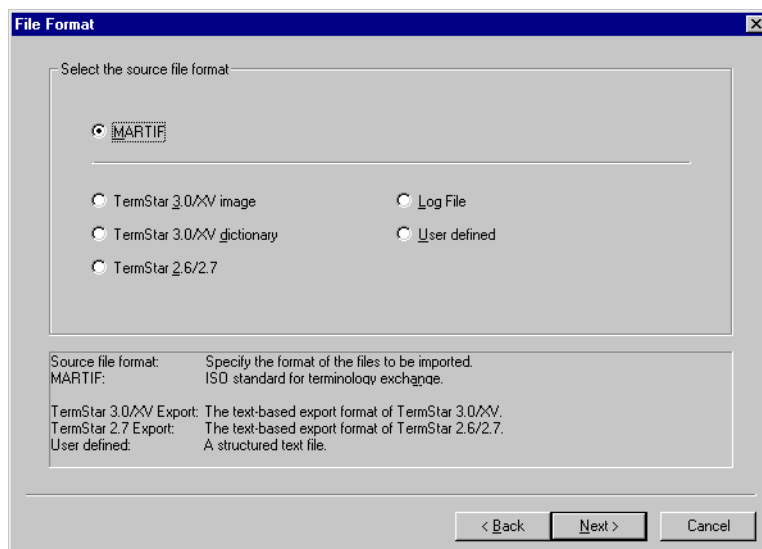


Fig. 5-12: **File format** window

- 8 Specify the format of the file to be imported (see Table 5-1 on page 26):
 - **MARTIF** – for files which have been exported from a terminology program to **MARTIF** format
 - **TermStar 3.0/XV image** – for files which have been exported using TermStar to the **TermStar 3.0/XV image** format
 - **TermStar 2.7** – for files which have been exported using TermStar 2.6 or 2.7 to the **TermStar** format

Please refer to Sections 5.3 "Importing a TermStar dictionary directly" on page 28, 5.5 "Importing user-defined formats" on page 40 or 6.4 "Processing a log file" on page 60 for information on the other formats.

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

TermStar displays the **TermStar target dictionary** window with a list of the existing databases.

- 9 The remaining steps are the same as when directly importing a TermStar dictionary.

Continue as explained in Section 5.3 "Importing a TermStar dictionary directly" on page 28, from point 8 on page 32 onwards.

5.5 Importing user-defined formats

5.5.1 Overview

You can create your own user-defined import format if the data you wish to import do not exist either as TermStar dictionaries or in MARTIF format. Use this format to specify precisely how the data is structured.

TermStar saves your settings for importing a user-defined format to an "*import script*". The script contains all the information for the data import (see Section 7 "Import Script for User-Defined Data Formats" on page 63). You can save a script and use it again for importing identical or similar import files.

TermStar guides you step-by-step through the settings required to create an import script. TermStar explains each setting in detail and describes it using examples. A preview window also shows you the data in the import file and the effect of the settings you make.

Section 8 on page 117 contain examples of importing Word documents, Excel tables and a terminology text file with tags.

5.5.2 Carry out an import

The process of importing user-defined formats is, to a large extent, the same as that for importing standard formats. The difference lies in the import scripts which contain all the settings required for the import.



How do I import user-defined formats?

- 1 Select **Options | Database administrator | Wizard**.
TermStar displays the **Database administration actions** window.
- 2 Select **Import into dictionary** and click **Next**.
TermStar displays the **Import file or dictionary** window.
- 3 Select **Import from a file**.
TermStar displays the **Import file** window.
- 4 Click **Browse** to specify the path and file name of the file to be imported.
TermStar displays the **Open** window.
- 5 Select the folder and name of the file that you wish to import.
If you want TermStar to just display files of a certain file format, select the desired file format from the **Files of type** list.
- 6 Click **Open** to confirm the file selected.
TermStar closes the window and displays the **Import file** window again. In the **Import file** field, TermStar displays the path and file name you selected.
- 7 Click **Next** to confirm the path and file name.

TermStar displays the **File format** window.

- 8 Select **User defined** and click **Next**.

TermStar displays the **Import script** window (Fig. 5-13).

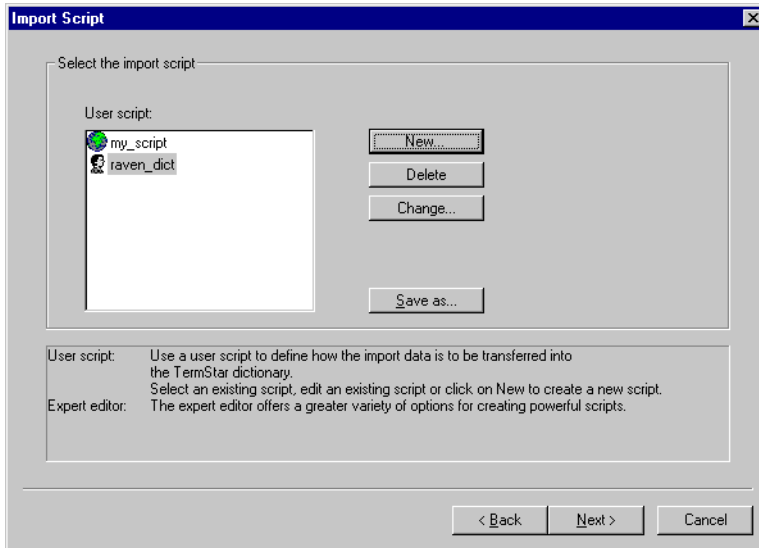


Fig. 5-13: **Import script** window

- 9 Select an existing import script, create a new one or edit an import script (see 7 "Import Script for User-Defined Data Formats" on page 63). Then click **Next**.

TermStar displays the window **File Encoding** (Fig. 5-14).

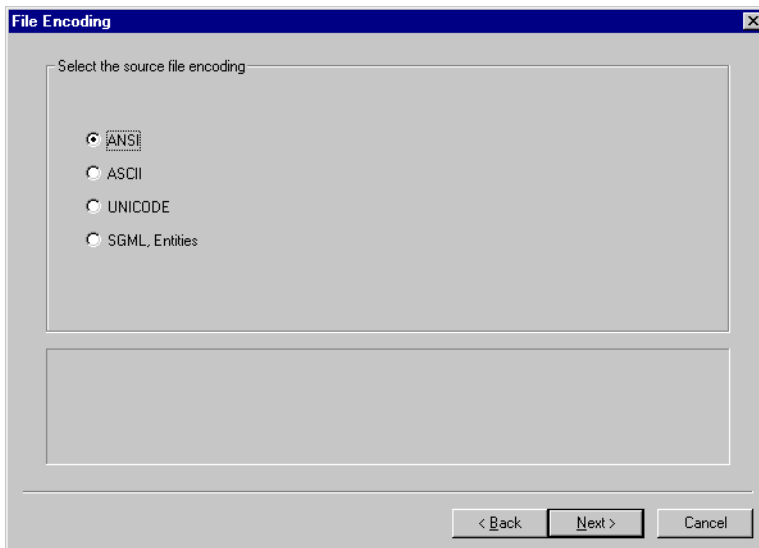


Fig. 5-14: **File encoding** window

- 10 Specify how the characters are encoded in the import file.

The character coding depends on the application and the settings with which the data was created. If necessary, check with the supplier of the data what character coding was used.

You have the following options:

- **ANSI**
- **ASCII**
- **Unicode**
- **SGML, Entities**

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

- 11 The remaining steps are the same as when directly importing a TermStar dictionary.

Continue as explained in Section 5.3 "Importing a TermStar dictionary directly" on page 28 from point 8 on page 32 onwards.

5.6 Expert

5.6.1 Overview

The expert is designed for experienced users.

5.6.2 Importing a dictionary using the expert



How do I import a dictionary using the expert?

- 1 Select **Options | Database administrator | Expert**.
TermStar displays the **TermStar dictionary expert** window with a list of the existing databases.
- 2 To make TermStar display the dictionaries in a database, click on the plus sign next to the database name.
TermStar displays the dictionaries contained.
- 3 Select a dictionary and click **Import/Export**.
TermStar displays the **Database Administration: Expert <Dictionary>(<Database>)** window with the name of the selected dictionary.
- 4 Select the **Import** tab.
The tab contains the **Import source file or dictionary** section and four other tabs:
 - **File format definition**

Format of the file to be imported; import script also for user-defined formats (see Section 5.6.3 "File format definition" on page 44).

– **Coding of data**

Text encoding used by the import file (see Section 5.6.4 "Coding of data" on page 45).

– **Merge/append data**

Add or merge data in the target dictionary; if necessary, merging definition and treatment of values which do not comply with the input verification of the target dictionary (see Section 5.6.5 "Merge/append data" on page 46).

– **Problem handling**

Handling of situations requiring user input (see Section 5.6.6 "Problem handling" on page 47)

- 5 In the **Import source file or dictionary** section, specify the path and file name of the file to be imported.
- 6 Use the four tabs to specify the file format, text encoding, data merging and problem handling.
- 7 Click **Start** to start the import.

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

TermStar displays the following message when the import is completed (Fig. 5-15):

Completed successfully.



Fig. 5-15: **Import** window on completion of the import

- 8 Close the window by clicking **OK**.
 - Depending on which options you selected for the import, TermStar prompts you for your input for various conflicts. Please refer on page 36 for more detailed information on this topic.

- If you have asked TermStar to create a log file, TermStar displays the number of data records saved to the log file.
- 9 If you do not wish to carry out any more imports or exports, close the **Database Administration Expert** window by clicking **Close**.
- 10 To close the TermStar dictionary expert, click **End**.

You can then import and process the log file (see 6.4 "Processing a log file" on page 60).

5.6.3 File format definition

You can use the **File format definition** tab to specify the format of the file to be imported (Fig. 5-16).

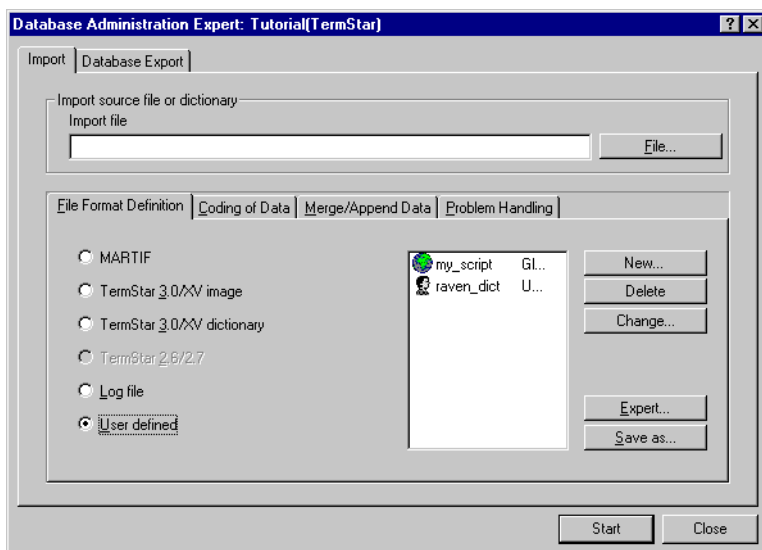


Fig. 5-16: **File format definition** tab of the import database expert

- Left-hand section – format of the file to be imported (see Table 5-1 on page 26; corresponds to step 8 on page 41 for user-defined format or step 8 on page 39 for other formats).
- Right-hand section (only for user-defined format) – import script for the file format to be imported (corresponds to step 9 on page 41).

5.6.4 Coding of data

You can use the **Coding of data** tab to specify the text encoding of the file to be imported (Fig. 5-17; corresponds to step 10 on page 42):

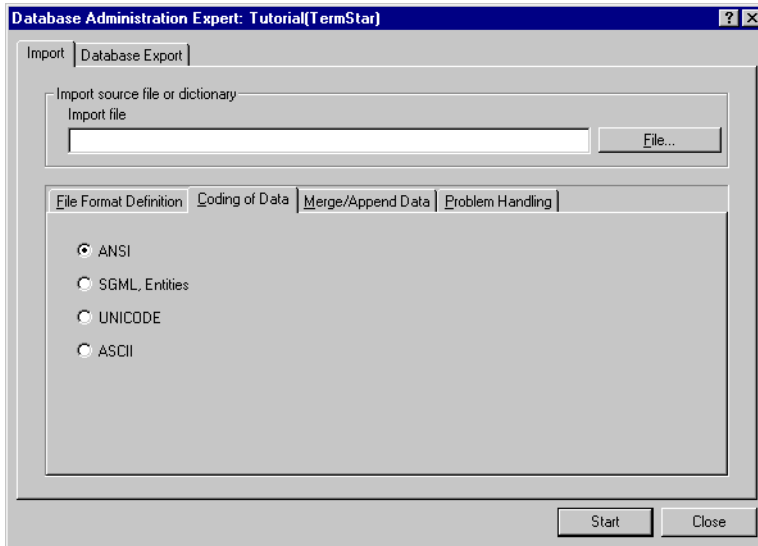


Fig. 5-17: **Coding of data** tab of the import database expert

- ANSI
- ASCII
- Unicode
- SGML, Entities

The character coding depends on the application and the settings with which the data was created. If necessary, check with the supplier of the data what character coding was used.

The tab is only active for user-defined file formats.

5.6.5 Merge/append data

You can use the **Merge/append data** tab to specify if and how TermStar should merge the imported data (Fig. 5-18; corresponds to step 8 on page 32):

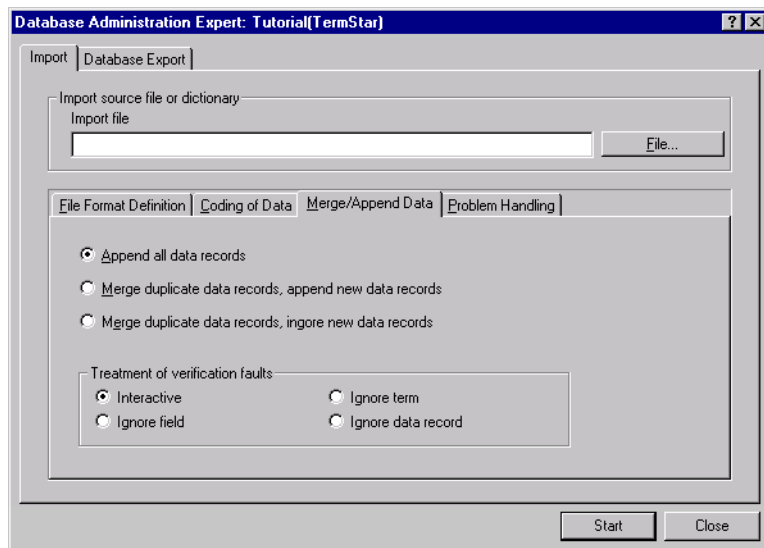


Fig. 5-18: **Merge/append data** tab of the import database expert

- **Append all data records** option – TermStar adds all import data as new data records to the target dictionary. This may lead to duplicate data records.
- **Merge duplicate data records, append new data records** option – TermStar determines duplicate data records and merges the import data to the data records of the target dictionary according to your specifications.
If TermStar can not find a corresponding data record in the target dictionary, a new data record is created in the target dictionary.
- **Merge duplicate data records, ignore new data records** option – TermStar treats duplicate data records as explained for the previous option.
It ignores, however, any import data for which it can not find a corresponding data record in the target dictionary. TermStar will *not* import these data.
- **Right-hand section – merging definition** (corresponds to step 8 on page 32).
TermStar only displays this section if you have selected **Merge duplicate records** etc.
- **Treatment of verification faults** section – treatment of values which do not comply with the input verification of the target dictionary (corresponds to step 9 on page 34).

5.6.6 Problem handling

You can use the **Problem handling** tab to specify how TermStar should react to situations requiring user input (Fig. 5-19; corresponds to step 10 on page 34). User intervention may be necessary if duplicate data records occur during the merging process or values do not comply with the input verification rules

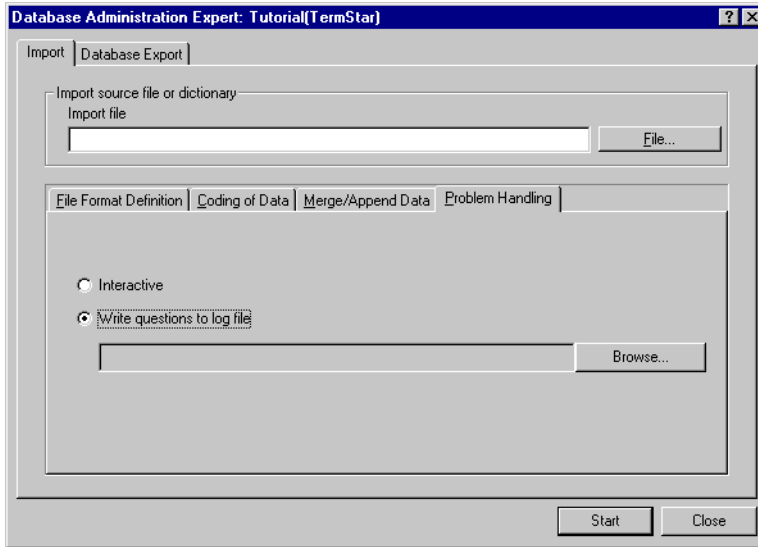


Fig. 5-19: **Problem handling** tab of the import database expert

- **Interactive** – TermStar stops the import and displays a window in which you can confirm whether TermStar should import the value or not.
- **Write questions to log file** – TermStar saves the data records affected to a log file which you can import and process at a later stage.

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

6 Merging Data into an Existing Dictionary

6.1 Overview

When importing data into a dictionary, the data to be imported may contain data records which already exist in the target dictionary. You can determine how TermStar handles data records being imported if you are merging the data. You can therefore prevent the dictionary containing any identical, duplicate data records ("*doubles*") as a result of the import.

You can use a "*merging definition*" to specify what TermStar should view as a double and how TermStar should handle it during the import (see Section 6.2 "*Merging definition*" on page 49).

If TermStar is merging data during the import, questions can arise which TermStar cannot answer itself but rather require your interaction (see Section 6.3 "*Processing duplicate data records interactively*" on page 54).

TermStar can also save these questions to a log file. Then TermStar carries out the entire import without waiting on your input. Then you can import the log file and interactively merge the problematic data records (see 6.4 "*Processing a log file*" on page 60).

6.2 Merging definition

6.2.1 Overview

A merging definition defines how TermStar merges the data to be imported with the data in the existing dictionary. The following questions arise:

- When does a duplicate data record occur?

TermStar compares the field contents of the source and target data record as you specified. If the fields contain the same information, TermStar treats the data record as a duplicate data record. This process is known as "*synchronisation*" (see Section 6.2.3 "*Specifying synchronisation*" on page 51).

- How should TermStar handle a duplicate data record?

There are several options open to TermStar for handling the data in duplicate data records. The following examples illustrate some of these options:

- TermStar ignores the entries to be imported (i.e. TermStar does *not* import them).
- TermStar *replaces* the entries in the existing data record.

- TermStar *adds* the entries as additional entries or subentries (e.g. as a synonym) to the existing data record.
- For each data record, TermStar prompts you to decide how TermStar should handle the entries (interactive merging).

The settings for how TermStar handles duplicate data records are known as the "*merge options*" (see Section 6.2.4 "Specifying merge options" on page 52).

Both the synchronisation and merge options are specified using the "*TermStar Merging Expert Editor*". Please refer to Section 6.2.2 "Calling up the merging expert editor" on page 50 for more detailed information on how to call up the merging expert editor.

6.2.2 Calling up the merging expert editor

There are various ways of calling up the merging expert editor:

- During an import with the aid of the import wizard
- With the database expert



How do I call up the merging expert editor during an import with the aid of the import wizard?

- 1 Use the import wizard to carry out an import with import data merging (see Section 5 "Importing Dictionaries" on page 25), until TermStar displays the **Merging definition** window (step 8 on page 32).
- 2 Create a new merging definition or modify an existing one:
 - Click **New** to create a new merging definition.
 - To change an existing merging definition, select it and click **Change**.

TermStar displays the **TermStar merging expert editor** window.

Then you can specify the synchronisation and merge options as explained in Sections 6.2.3 on page 51 and 6.2.4 on page 52.



How do I call up the merging expert editor with the database expert?

- 1 Select **Options | Database administrator | Expert**.
TermStar displays the **TermStar dictionary expert** window with a list of the existing databases.
- 2 To make TermStar display the dictionaries in a database, click on the plus sign next to the database name.
TermStar displays the dictionaries contained.
- 3 Select a dictionary and click **Import/Export**.
TermStar displays the **Database Administration: Expert <Dictionary>(<Database>)** window with the name of the selected dictionary.
- 4 From the **Import** tab, select the **Merge/append data** tab and select one of the **Merge duplicate data records, ... new data records** options.

TermStar displays a list of the existing merging definitions in the right-hand section of the tab.

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

TermStar displays the **TermStar merging expert editor** window.

Then you can specify the synchronisation and merge options as explained in Sections 6.2.3 on page 51 and 6.2.4 on page 52.

6.2.3 Specifying synchronisation

You define when TermStar treats a data record as a duplicate data record in the **Synchronisation** tab in the merging expert editor.

Please refer to Section 6.2.2 "Calling up the merging expert editor" on page 50 for more detailed information on how to call up the merging expert editor.

TermStar merges such duplicate data records as specified in the merge options (see Section 6.2.4 "Specifying merge options" on page 52).

TermStar displays the following in the **Synchronisation** tab (Fig. 6-1):

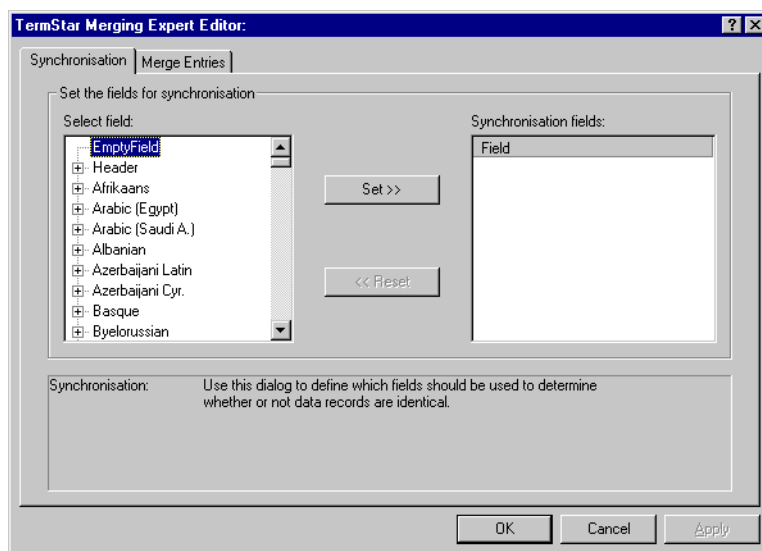


Fig. 6-1: **Synchronisation** tab in the merging expert editor

- **Select field** section – all fields available in TermStar
- **Synchronisation fields** section – fields TermStar uses to detect duplicate data records

For each data record to be imported, TermStar checks whether a data record containing the exact same information as the synchronisation fields already

exists. If this is the case, TermStar treats the data record as a duplicate data record.



How do I define the fields for synchronisation?

- 1 In the **TermStar merging expert editor** window, select the **Synchronisation** tab (see Fig. 6-1).

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

- Click on the plus sign beside `Header` or the name of the language to display the fields in the header or in a language. TermStar displays the fields contained.
- Select the desired field for the header or for the language.

- 2 Click **Set** to use the field selected for the synchronisation.

TermStar displays the field in the **Synchronisation fields** section.

If you do not want to use a synchronisation field for the synchronisation, select the field in the **Synchronisation fields** section and click **Reset**. TermStar removes the field from the **Synchronisation fields** section.

- 3 Click **Apply** to confirm your settings.

Then specify the merge options (see Section 6.2.4 "Specifying merge options" on page 52) or close the merging expert editor by clicking **OK**.

6.2.4 Specifying merge options

You define how TermStar handles duplicate data records in the **Merge entries** tab in the merging expert editor.

Please refer to Section 6.2.2 "Calling up the merging expert editor" on page 50 for more detailed information on how to call up the merging expert editor.

Use the synchronisation to specify what TermStar treats as a duplicate data record (see Section 6.2.3 "Specifying synchronisation" on page 51).

TermStar displays the following in the **Merge entries** tab (Fig. 6-2):

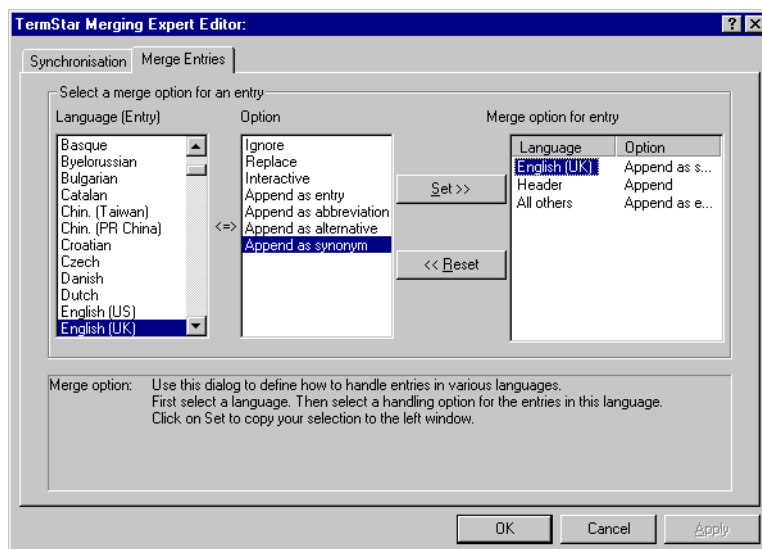


Fig. 6-2: **Merge entries** tab in the merging expert editor

- **Language (entry)** section – all languages available in TermStar and also Header and All others
- **Option** section – all merge options available
- **Merge option for entry** table – options with which TermStar merges entries of the language in question

How do I specify the merge options for an entry of a language?

- 1 In the **TermStar merging expert editor** window, select the **Merge entries** tab (see Fig. 6-2).
- 2 Specify the language to which the merge option should apply. To do this, select the following in the **Language (entry)** section:
 - **Header** – the merge option applies to the header.
 - **All others** – the merge option applies to all languages for which a merge option has not been explicitly defined.
 - **Name of the language** – the merge option applies to the language selected
- 3 Specify how TermStar should merge duplicate entries. To do this, select one of the options in the **Option** section.

Select one of the following options for header fields:

- **Ignore** – TermStar does *not* import the header.
- **Replace** – TermStar replaces the header of the target data record with the imported header. In doing so, TermStar ignores empty imported fields.



- **Interactive** – TermStar prompts you for input during the import or saves the questions to a log file (see Sections 6.3 "Processing duplicate data records interactively" on page 54 and 6.4 "Processing a log file" on page 60).
- **Always insert** – TermStar overwrites the header of the target data record with the imported header.
- **Append** – TermStar appends the contents of the imported header fields to the header fields of the target data record.
- **Insert when empty** – TermStar only overwrites the empty header fields of the target data record with the imported header fields.

Select one of the following options for entry fields:

- **Ignore** – TermStar does *not* import the entry of the same language.
- **Replace** – TermStar replaces the entry of the target data record with the imported entry. In doing so, TermStar ignores empty imported fields.
- **Interactive** – TermStar prompts you for input during the import or saves the questions to a log file (see Sections 6.3 "Processing duplicate data records interactively" on page 54 and 6.4 "Processing a log file" on page 60).
- **Append as entry** – TermStar adds the imported data to the existing data record as a new entry.
- **Append as abbreviation** – TermStar appends the imported data to the existing data record as an "abbreviation" subentry.
- **Append as alternative** – TermStar appends the imported data to the existing data record as an "alternative" subentry.
- **Append as synonym** – TermStar appends the imported data to the existing data record as a "synonym" subentry.

- 4 Click **Set** to use the merge option.

TermStar displays the merge option in the **Merge option for entry** table.

If you do not want to use a merge option, select the option in the **Merge option for entry** table and click **Reset**. TermStar removes the field from the **Merge option for entry** table.

- 5 Click **Apply** to confirm your settings.

Specify additional synchronisation fields (see Section 6.2.3 "Specifying synchronisation" on page 51), or close the merging expert editor by clicking **OK**.

6.3 Processing duplicate data records interactively

6.3.1 Overview

The following situations can arise when importing and merging a dictionary:

- TermStar finds *several* possible target data records for the imported data record.

In this instance, TermStar cannot decide into which of the two existing data records it should merge the imported data record. You must synchronise the data records interactively (see Section 6.3.2 "Synchronising data records interactively" on page 55).

- You selected **Interactive** as the merge option in the merging definition (see Section 6.2.4 "Specifying merge options" on page 52).

In this way, you told TermStar to prompt you for your input when it finds duplicate data records during the import.

- TermStar finds a *single* target data record for a data record which is to be merged. You have selected a target data record in the **Manual synchronisation** window.

TermStar displays the **Merge** window. In this window, TermStar displays the entries in the data record to be merged (source) and those in the existing data record (target), side by side. For each of the existing entries in the source data record, you can select whether TermStar should add it to the target data record and if so, how (see Table 6-1 on page 59).

6.3.2 Synchronising data records interactively

If TermStar finds several possible target data records for an imported data record, it cannot decide into which existing data record it should merge the imported data record. In this instance, you must synchronise the data records interactively.

Example:

- You are synchronising the data records according to the **term** field of the English entries (see Section 6.2.3 "Specifying synchronisation" on page 51).
- You selected **Append as synonym** as the merge option so the imported entry is appended as a synonym to the existing entry in the existing dictionary (see Section 6.2.4 "Specifying merge options" on page 52).
- Your target dictionary contains two data records with the English term *bank* – one data record with the meaning *side of a river* and the other data record with the meaning *financial institute*.
- The imported data record also contains the English term *bank*.

Now you must decide whether the imported data record should become a synonym for the data record with the meaning *side of a river* or *financial institute*.



How do I synchronise data records interactively?

- 1 If you synchronise data records interactively during the import, TermStar displays the **Manual synchronisation** window with the following information (Fig. 6-3):

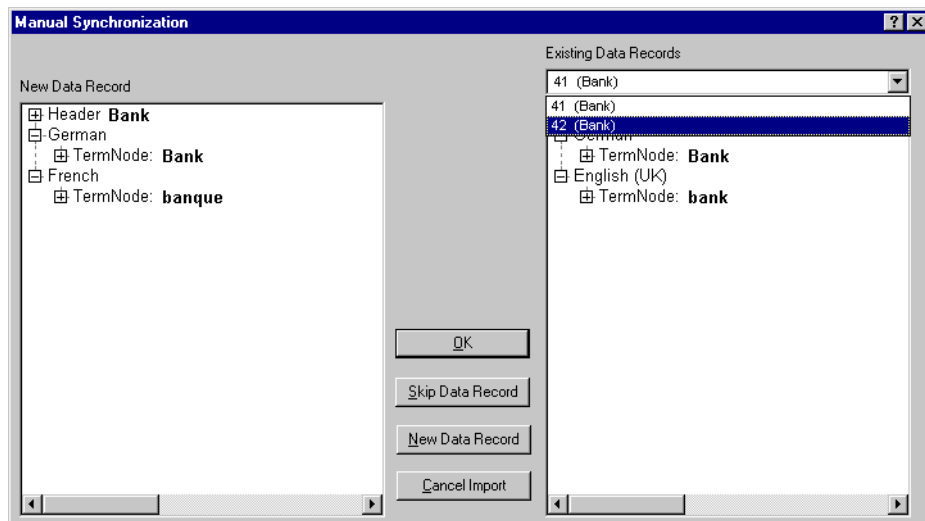


Fig. 6-3: **Manual synchronisation** window with the German term *Bank*

- **New data record** section – contents of the data record to be imported
 - **Existing data records** section – contents of the possible target data records
- 2 From the list in the **Existing data records** section, select the data record into which TermStar should merge the imported data record.
TermStar displays the contents of the data record selected in the field under the list.
 - 3 To specify how TermStar should handle the data record to be imported, click one of the following buttons:
 - **OK** – TermStar merges the data record into the data record you selected in the list in the **Existing data records** section.
If necessary you can merge the data record interactively (see Section 6.3.3 "Merging data records interactively" on page 57).
 - **Skip data record** – TermStar does *not* import the data record and continues importing.
 - **New data record** – TermStar imports the data record as a new data record, i.e. it is not merged into an existing data record. TermStar continues importing.
 - **Cancel import** – TermStar cancels the import.

6.3.3 Merging data records interactively

If you selected *Interactive* as the merge option in the merging definition, TermStar prompts you for your input during the import if it encounters duplicate data records.

How do I merge data records interactively?

- 1 If you must merge data records interactively during the import, TermStar displays the **Merging** window with the following information (Fig. 6-4):

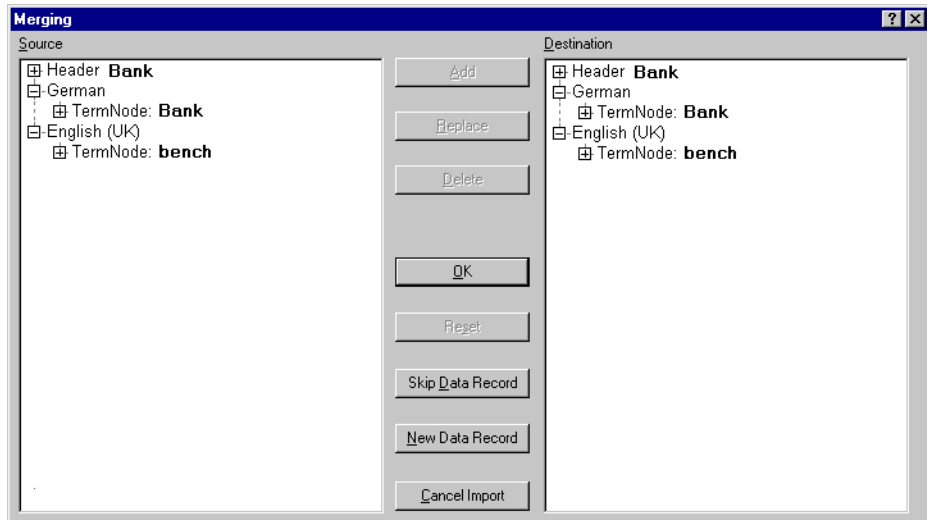


Fig. 6-4: **Merging** window

- **Source** section – contents of the data record to be imported (merged) with all the entries and subentries
- **Destination** section – contents of the target data record with all the entries and subentries

In addition, TermStar displays all types of subentry for each entry, regardless of whether the entry contains subentries or not.

Double-click on the plus sign beside *Header* or *Entry* to make TermStar display the fields of the header or of an entry or subentry.

Values which are greyed out belong to fields TermStar fills in automatically. These fields can neither be directly changed nor deleted in the target data record. TermStar only changes them if it is replacing the entire header or entry of the target data record.

- 2 Specify the parts of the data records TermStar should edit:
 - Select what TermStar should take over in **Source**: *Header*, the name of a language or an entry.
 - In **Destination**, select to where TermStar should copy the selected source information: *Header*, the name of a language or an entry.

- 3 To specify how TermStar should process the contents selected, click one of the following buttons:
- **Add** – TermStar adds the contents as a new entry or as a new subentry – or appends it to the existing field contents.
 - **Replace** – TermStar replaces the contents of the existing entry or existing fields with the imported contents.
 - **Delete** – TermStar deletes entries, subentries or field contents in the target data record
 - **Reset** – TermStar resets the target data record to as it was originally.
 - **Skip data record** – TermStar does *not* import the data record and continues importing.
 - **New data record** – TermStar imports the data record as a new data record, i.e. it is not merged into an existing data record. TermStar continues importing.
 - **Cancel import** – TermStar cancels the import.

Table 6-1 on page 59 provides you with examples of how you can merge data records.

If you add an entry as a subentry, TermStar displays the **Add term** window (Fig. 6-5)

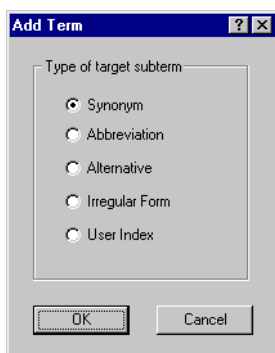


Fig. 6-5: **Add term** window to add an entry as a subentry

- Select the desired subentry type and confirm your choice by clicking **OK**.
TermStar appends the imported term to the target entry as a subentry.
- 4 Save the changes to the target data record by clicking **OK**.

Table 6-1 shows the options for merging data records.

Action	Steps	Effect
Replace all header data	<ul style="list-style-type: none"> ■ Select the designation Header in Source and Target. ■ Click Next. 	TermStar deletes the header in the target data record and replaces it the header from the source data record.
Replace all entries for one language	<ul style="list-style-type: none"> ■ Select the same language in Source and Target. ■ Click Next. 	TermStar deletes all the entries of the language selected in the target data record and replaces them with the entries from the source data record.
Replacing an entry	<ul style="list-style-type: none"> ■ Select an entry in Source and Target. ■ Click Next. 	TermStar deletes the target entry and replaces it with the source entry.
Adding a new entry	<ul style="list-style-type: none"> ■ Select an entry in Source and a language in Target. ■ Click Add. 	TermStar adds the source entry to the target data record as a new entry in the language selected.
Add an entry as a subentry	<ul style="list-style-type: none"> ■ Select an entry in Source and Target. ■ Click Add. <p>TermStar displays the Add term window.</p> <ul style="list-style-type: none"> ■ Select one of the options and click on OK. 	<p>TermStar adds the source entry term to the target entry as a subentry from the type selected.</p> <ul style="list-style-type: none"> ■ Synonym ■ Abbreviation ■ Alternative ■ Irregular form ■ User Index
Replace a field	<ul style="list-style-type: none"> ■ Select a field in Source and Target. ■ Click Next. 	TermStar deletes the contents of the target field and replaces it with the contents of the source field.

Table 6-1: Options for merging data records

Action	Steps	Effect
Add the contents of a field	<ul style="list-style-type: none"> ■ Select a field in Source and Target. ■ Click Add. 	TermStar appends the contents of the source field to the contents of the target field (separated by a comma).
Delete in the target data record	<ul style="list-style-type: none"> ■ Select what you wish to delete in Target: Language, entry, sub-entry or field. ■ Click Delete. 	TermStar deletes in the target data record depending on selection: <ul style="list-style-type: none"> ■ Language – all entries for the language ■ Entry – the entry ■ Subentry – the sub-entry ■ Field – the field contents
Create new data record	Click on New data record .	TermStar creates an individual data record for the source data record in the target dictionary.
Skip data record	Click on Skip data record .	TermStar does not import this data record and continues the import with the next data record.
Reset	Click on Reset .	TermStar resets the target data record to as it was originally.

Table 6-1: Options for merging data records (cont.)

6.4 Processing a log file

6.4.1 Overview

If TermStar is merging data during the import, questions can arise which TermStar cannot answer itself but rather require your interaction to merge the data (see Section 6.3 "Processing duplicate data records interactively" on page 54).

TermStar can also save these questions to a log file. Then TermStar carries out the entire import without waiting on your input. Then you can import the log file (see Section 6.4.2 "Importing a log file" on page 61) and interactively merge the problematic data records.

Select **Write questions to log file**: when importing if you want TermStar to save the questions to a log file.

- Import using the wizard
In the **Import verification logging** window, select the **Write questions to log file** option and specify the path and name of the log file (step 10 on page 34).
- Import using the expert
In the **Problem handling** tab, select the **Write questions to log file** option and specify the path and name of the log file (Section 5.6.6 "Problem handling" on page 47).

6.4.2 Importing a log file

How do I import a log file?

- 1 Select **Options | Database administrator | Wizard**.
TermStar displays the **Database administrator** window.
- 2 Select **Import into dictionary** and click **Next** to continue.
TermStar displays the **Import file or dictionary** window.
- 3 Select **Import from a log file** and click **Next** to continue.
TermStar displays the **Import file** window.
- 4 Click **Browse** to select the log file.
TermStar displays the **Log file name** window.
- 5 Select the log file and confirm your choice by clicking **Open**.
TermStar closes the window and displays the path and name of the log file in the **Import file** window.
Click **Next** to continue.
TermStar displays the **Summary** window with the settings you made.
- 6 Check the settings.
 - Click **Back** to change the settings.
 - Once the settings are correct, start the import by clicking **Finish**.
TermStar displays the **Import** window with the progress bar.
You can cancel the import at any stage simply by clicking **Cancel**.
- 7 TermStar displays the prompt window for the data records saved which require your input to import them. You can process them as explained on page 36.
TermStar displays the following message when the import is completed:
`Completed successfully.`
- 8 Close the window by clicking **OK**.



7 Import Script for User-Defined Data Formats

7.1 Overview

If you want to import user-defined data formats, you must define an *"import script"*. The import script contains all the information on the format of the data in the import file.

You can work with either the wizard or the expert editor to create a new import script or alter an existing one.

- The wizard takes you through the creation of the import script step-by-step so you cannot forget anything and can specify all the necessary settings (see Section 7.2 "Import script wizard" on page 63).
- The expert is designed for experienced users and goes beyond the functions of the wizard, allowing for additional settings (e.g. preprocessing, substitutions or default values; see Section 7.4 "Expert editor" on page 99).

The expert editor does not allow editing at a later stage using the wizard

Import scripts which you have already edited in the expert editor cannot be edited using the wizard!



The import script depends on the dialog language

Please ensure you use import scripts only with the TermStar dialog language in which they were created. For example, if you created an import script with German as the TermStar dialog language, then do *not* use it if you have selected English as the dialog language.



7.2 Import script wizard

7.2.1 Overview

The wizard takes you step-by-step through the import script creation so you cannot forget anything and can specify all the necessary settings.

You can call up the import script wizard using the import wizard or the database expert (see Section 7.2.2 "Calling up the import script wizard" on page 64).

Firstly, you use the wizard to specify the layout of the import data (Section 7.2.3 "Specifying the layout of the import data" on page 65). The remaining steps of the wizard depend on the layout specified (Sections 7.2.4 on page 66 to 7.2.7 on page 78).

If you have created the import script using the wizard, you can then specify further options for your import script (see Section 7.3 "Additional options for import scripts" on page 91).

7.2.2 Calling up the import script wizard

There are several ways of calling up the import script wizard:

- During an import with the aid of the import wizard
- With the database expert



How do I call up the import script wizard during an import with the aid of the import wizard?

- 1 Use the import wizard to carry out a user-defined import (see Section 5.5 "Importing user-defined formats" on page 40) until TermStar displays the **Import script** window (step 9 on page 41).
- 2 Create a new import script or modify an existing one:
 - Click **New** to create a new import script.
 - To change an existing import script, select this script and click on **Change**. TermStar starts the import script wizard with the settings of the existing script, if applicable.
- 3 Then specify the layout of the import data as explained in Section 7.2.3 "Specifying the layout of the import data" on page 65.



How do I call up the import script wizard using the database expert?

- 1 Select **Options | Database administrator | Expert**.
TermStar displays the **TermStar dictionary expert** window with a list of the existing databases.
- 2 To make TermStar display the dictionaries in a database, click on the plus sign next to the database name.
TermStar displays the dictionaries contained.
- 3 Select a dictionary and click **Import/Export**.
TermStar displays the **Database Administration: Expert <Dictionary>(<Database>)** window with the name of the selected dictionary.
- 4 From the **Import** tab, select the **File format definition** tab and select **User defined**.
TermStar displays a list of the existing import scripts in the right-hand section of the tab.

- 5 Create a new import script or modify an existing one:
 - Click **New** to create a new import script.
 - To change an existing import script, select this script and click **Change**.

TermStar starts the import script wizard with the settings of the existing script, if applicable.
- 6 Then specify the layout of the import data as explained in Section 7.2.3 "Specifying the layout of the import data" on page 65.

7.2.3 Specifying the layout of the import data

Once you have started the import script wizard, you must first specify the layout of the import data.

How do I specify the layout of the import data?

- 1 Call up the import script wizard (see Section 7.2.2 "Calling up the import script wizard" on page 64).

TermStar displays the **Import file layout** window (Fig. 7-1).

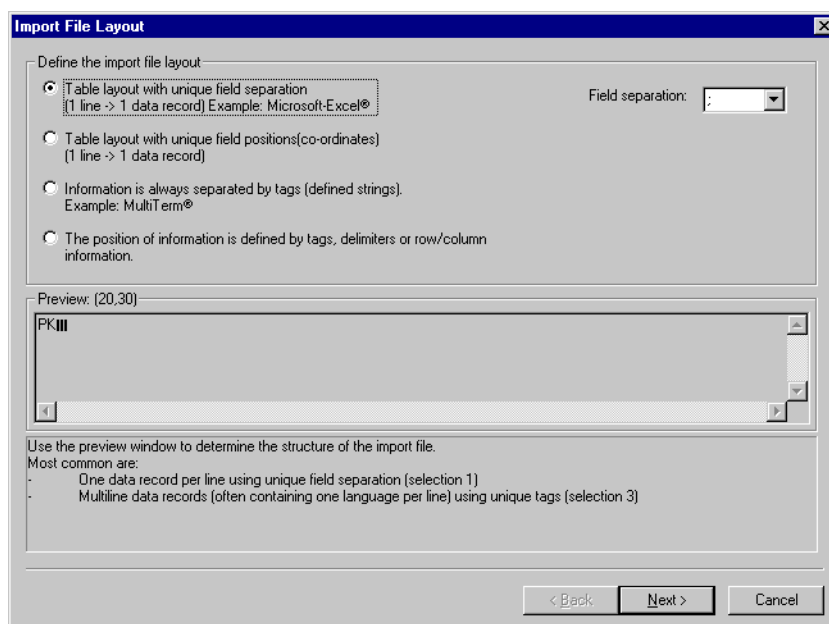


Fig. 7-1: **Import file layout** window

- 2 Specify the layout of the import file:
 - **Table layout with unique field separation**

One row in the import file corresponds to one data record and the fields are separated by a unique separator.

Example: Exported tables from Microsoft Excel®

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

One row in the import file corresponds to one data record and the fields are marked uniquely by their position (column numbers).

Examples: Exported tables from dBase or FoxPro in SDF format

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

The fields in the import file are separated by unique strings (also called "tags").

Example: Exported files from Trados MultiTerm®

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

The fields in the import file are defined by a combination of tags, delimiters and row/column positions.

Select the option you require.

- 3 The remaining steps of the wizard depend on what you have selected for the layout of the import file (step 2). Please refer to the following sections:
 - Import script for table layout with unique field separation – Section 7.2.4 on page 66.
 - Import script for table layout with unique field positions (coordinates) – Section 7.2.5 on page 71.
 - Import script for files with fields separated by tags (defined strings) – Section 7.2.6 on page 73.
 - Import script for files with fields separated by tags, delimiters or position – Section 7.2.7 on page 78.

7.2.4 Import script for table layout with unique field separation

Select **Table layout with unique field separation** if the file you wish to import displays the following characteristics:

- Each row corresponds to one data record.
 - The fields (columns) are separated by a specific character.
- A file exported from Microsoft Excel is a typical example of such a file.

How do I use the wizard to create an import script for table layout with unique field separation?

- 1 In the **Import file layout** window, select the **Table layout with unique field separation** option.
- 2 From the **Field separation** list, select the separator which separates the fields from one another and click **Next**.



TermStar displays the **Treatment of special characters in table layout** window (Fig. 7-2).

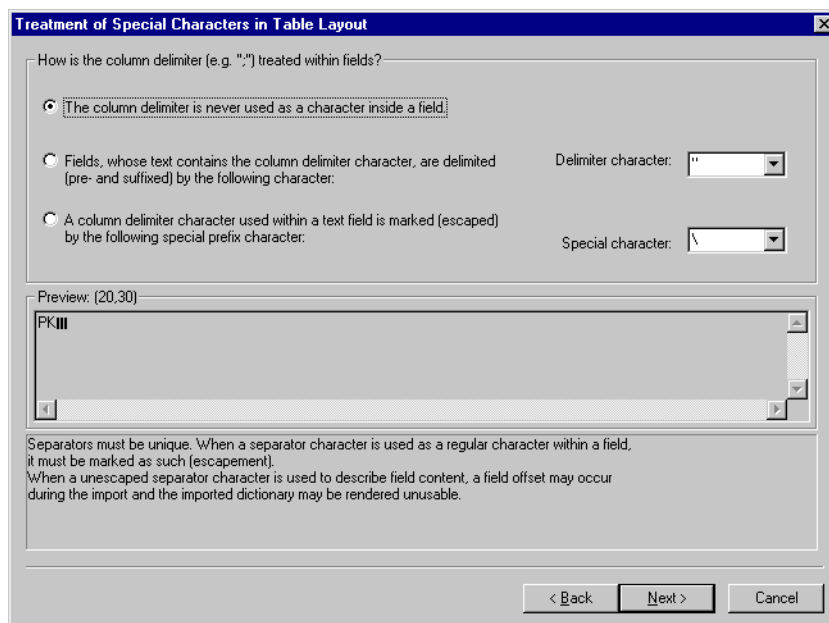


Fig. 7-2: *Treatment of special characters in table layout* window

- 3 Specify if and how the field separator selected in step 2 on page 66 can also occur as contents *within* a field:

- **The column delimiter is never used as a character inside a field** – the delimiter does not appear in the field contents.
- **Fields, whose text contains the column delimiter character, are delimited (pre- and suffixed) by the following character** – the fields containing the field delimiter are prefixed and suffixed by a specific character.

If you have selected this option, select the character which "prefixes and suffixes" the fields from the **Delimiter character** list.

Example:

The delimiter is a semicolon (;) and also appears in the field contents. However, these fields are prefixed and suffixed by quotation marks ("):

raven;noun;"biology; ornithology";bird

In this example, select the semicolon as the **Field separator** and a quotation mark as the **Delimiter character**.

- **A column delimiter character used within a text field is marked (escaped) by the following special prefix character** – A special character is placed in front of the delimiter character ("escapement") if the delimiter character is used in the contents of the field. The special character defines that this character does not mean field separation in this instance.

If you have selected this option, select the character which is in front of the delimiter from the **Special characters** list.

Example:

The delimiter is a semicolon (;) and also appears in the fields. At these points the delimiter is marked by a preceding backslash (\). The backslash is the escapement:

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

In this example, select the semicolon as the **Field separator** and the backslash as the **Special character**.

In this way TermStar recognises during the import that the third semicolon in the example is not a field separator but rather a "normal" character in the field.

Select the desired option, select the **Delimiter character** or **Special character** if necessary and click **Next**.

TermStar displays the **Import sequence of language fields** window.

- 4 Specify the header and language fields contained in the import file and their sequence in the import file:

In the **Language-field** section, TermStar displays a list with `EmptyField`, `Header` and all the languages available in TermStar.

Click on the plus sign beside `Header` or the name of the language to display the fields in the header or in a language. TermStar displays the fields contained (Fig. 7-3).

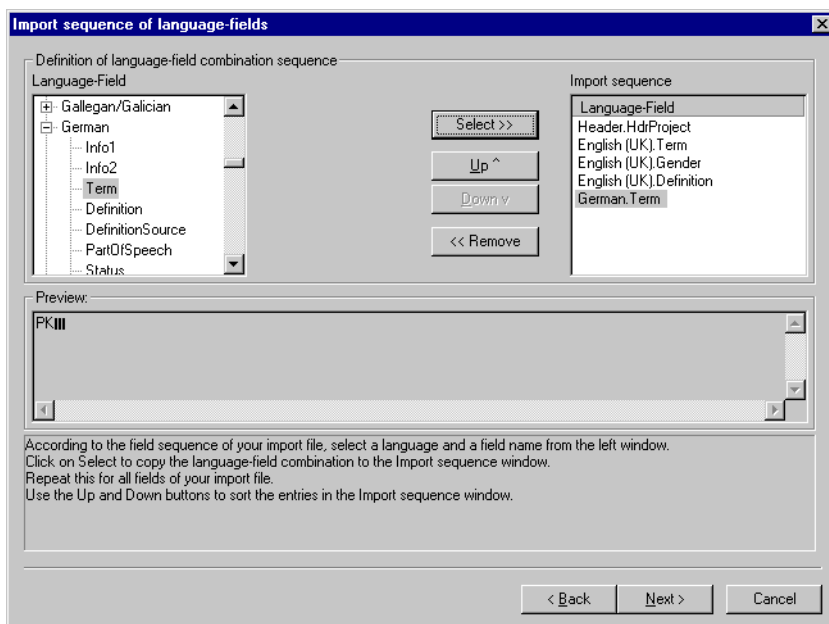


Fig. 7-3: **Import sequence of language fields** window

- To use a field from the **Language-field** list during the import, select the field and click **Select**.

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

- If you do not want to use a field in the **Import sequence** list when importing, select the field and click **Remove**.

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

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

TermStar moves the field up or down one position.

Carry out these steps until all the fields in the **Import sequence** list are in exactly the same order as they appear in a line in the import file. Then click **Next**.

TermStar displays the **Date format** window (Fig. 7-4).

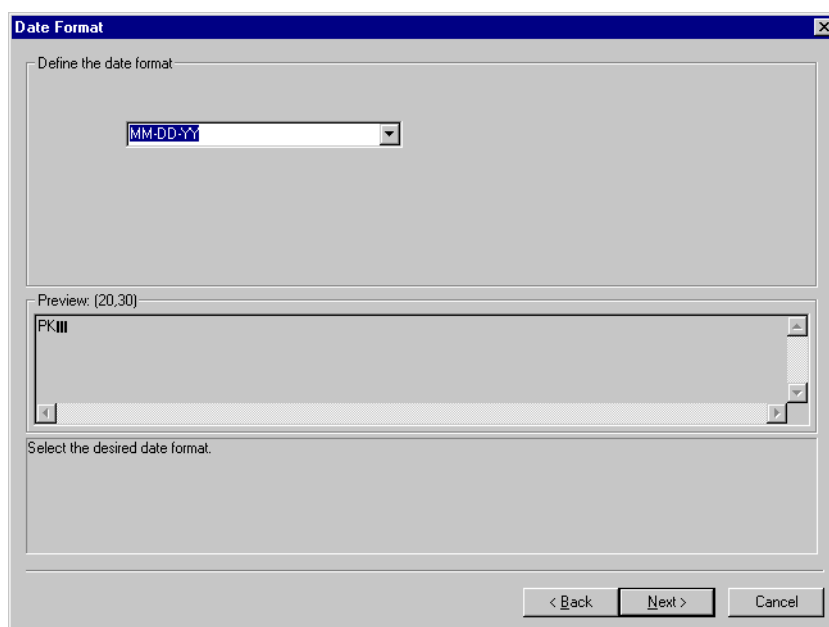


Fig. 7-4: **Date format** window

- 5 Specify the format used to display dates in the import file.

TermStar requires this information so that it can correctly interpret data applied to date fields.

You can set the following variables:

- DD – day
- MM – month
- YY or YYYY – year (two or four digits)
- HH – hour
- mm – minute
- SS – second

Example:

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

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

TermStar displays the **Summary** window with the settings you made (Fig. 7-5).

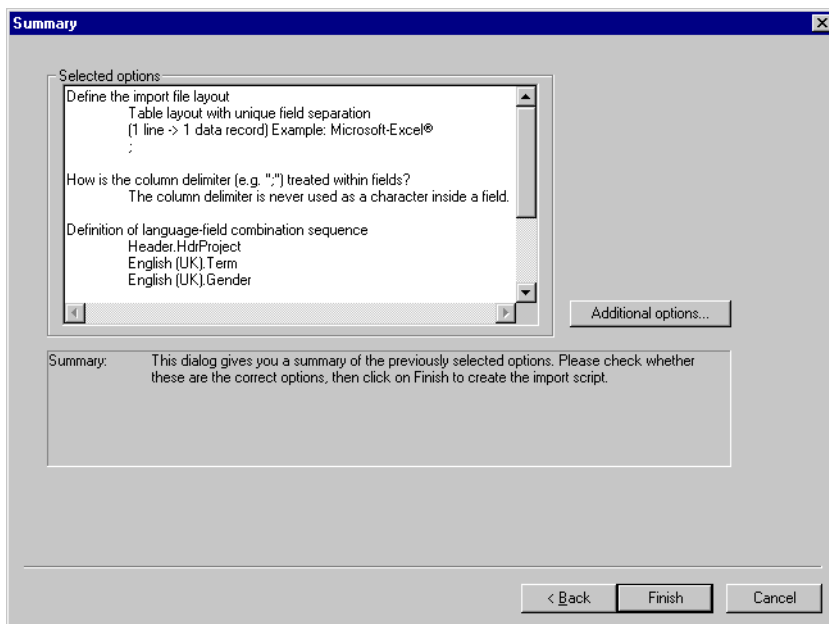


Fig. 7-5: **Summary** window

- 6 Check the settings.
 - Click **Back** to change the settings.
 - To make more settings (for substitutions, default values, duplicate fields and escapements), click **Additional options**. Please refer to Section 7.3 "Additional options for import scripts" on page 91 for more detailed information on the additional options.
 - Once the settings are correct, click **Finish** to confirm them.

TermStar displays the **Save user script** window (Fig. 7-6).

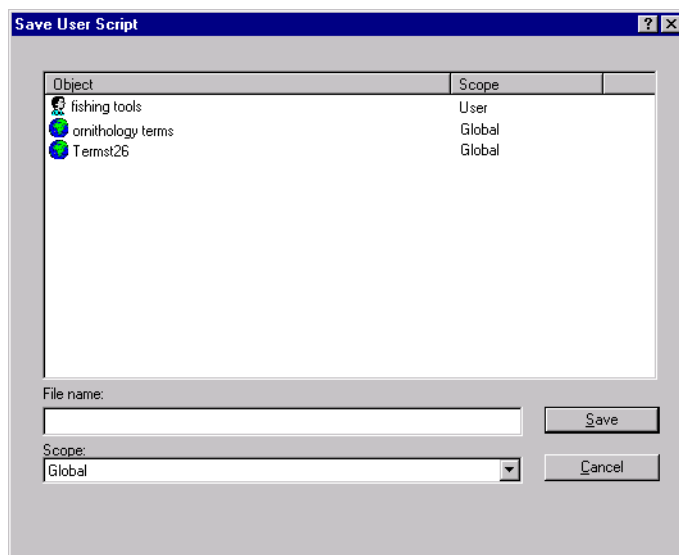


Fig. 7-6: **Save user script** window

- 7 Specify how TermStar should save the script:
 - Enter a name for the new script in the **File name** field.
 - Select the scope for the new script from the **Scope** list.

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

TermStar has saved the new script and displays it in the **Database administration** window: **Export <dictionary>(<database>)**.

7.2.5 Import script for table layout with unique field positions (coordinates)

Select **Table layout with unique field positions (coordinates)** if the file to be imported displays the following characteristics:

- Each row corresponds to one data record.
- All the fields (columns) have exactly the same width so you can specify the exact starting position precisely.

A file exported from Microsoft FoxPro or dBase in SDF format is a typical example of such a file.

How do I use the wizard to create an import script for table layout with unique field positions (coordinates)?

- 1 In the **Import file layout** window, select the **Table layout with unique field positions (coordinates)** option and click **Next**.



TermStar displays the **Language-field position** window.

- 2 Specify the header and language fields contained in the import file and their sequence and position in the import file:

In the **Language-field** section, TermStar displays a list with `EmptyField`, `Header` and all the languages available in TermStar (Fig. 7-7).

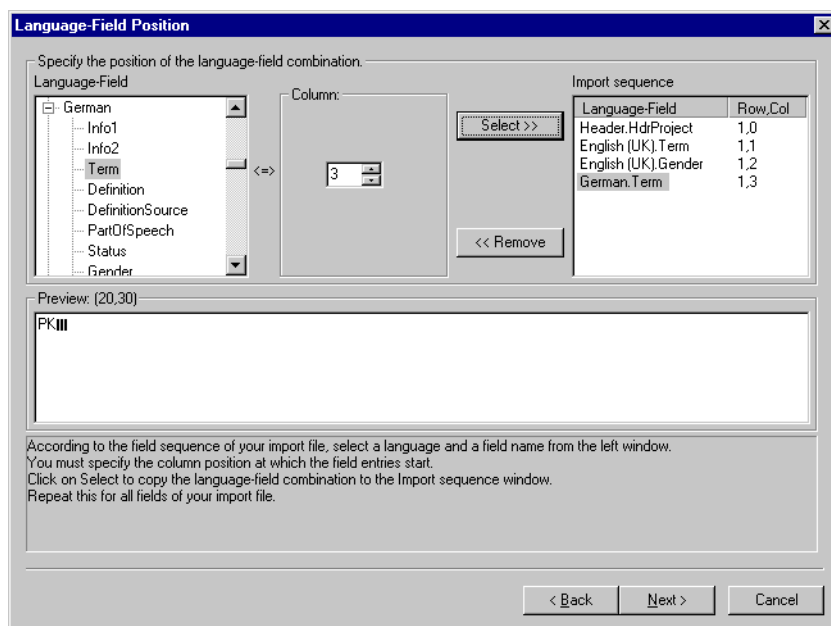


Fig. 7-7: **Language-field-position** window

Click on the plus sign beside `Header` or the name of the language to display the fields in the header or in a language. TermStar displays the fields contained.

- To use a field from the **Language-field** list during the import, select the field.

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

TermStar displays the field with row and column positions in the **Import sequence** list.

- If you do not want to use a field in the **Import sequence** list when importing, select the field and click **Remove**.

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

- To correct the column position of a field, select the field in the **Import sequence** list. Click **Remove** to remove the field. Then select it again in the **Language-field** list, select the desired column position in the **Column** section and then click **Select**.

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

TermStar displays the **Date format** window.

- 3 The remaining steps are the same as for an import script for table layout with unique field separation.

Continue as explained in Section 7.2.4 "Import script for table layout with unique field separation", from point 5 on page 69 onwards.

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

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

- Several rows correspond to one data record.
- Each field, data record and entry starts with a unique string (tag). TermStar uses this tag to identify the fields.

A file exported from Trados MultiTerm is a typical example of such a file.

How do I use the wizard to create an import script for files with fields separated by tags?

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

TermStar displays the **Definition of tag-controlled data record** window (Fig. 7-8).

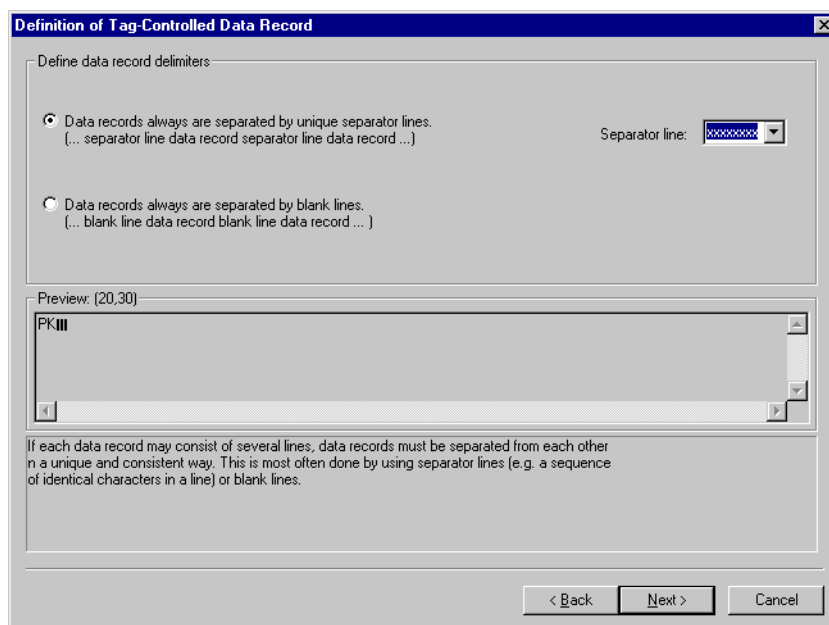


Fig. 7-8: **Definition of tag-controlled data record** window

- 2 Specify how the data records are separated from each other, i.e. tell TermStar how the start of a new data is marked:

- **Data records always are separated by unique separator lines.** – a line with the same contents is always between the data records.

In the **Separator line** field, enter the information contained in the separator line in the import file (e.g. `xxxxxxx`).

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

Select the desired option, enter information on the **Separator line** if necessary and click **Next**.

TermStar displays the **Tag-controlled import** window (Fig. 7-9).

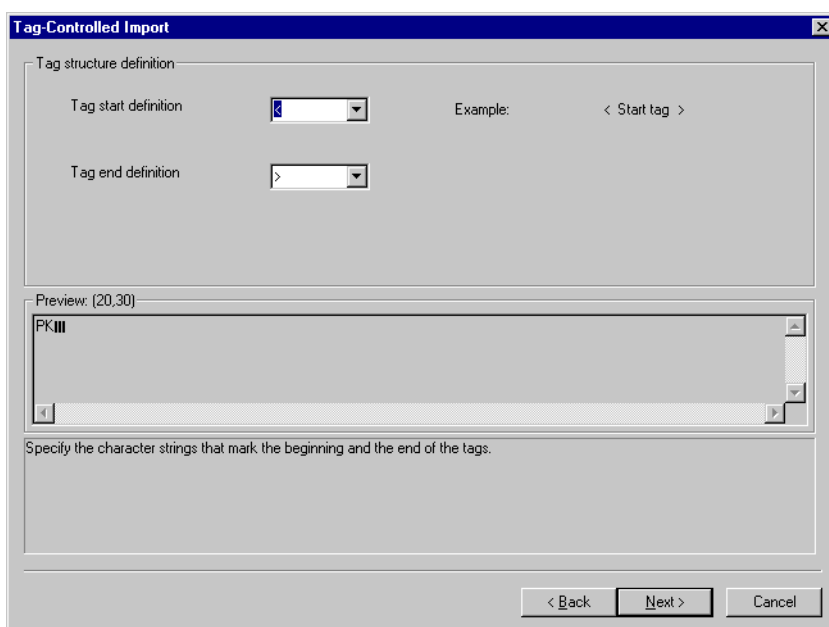


Fig. 7-9: **Tag-controlled import** window

- 3 Specify with which characters the tags in the import file begin and end:
 - In the **Tag start definition** list, select the character with which the tags begin.
 - In the **Tag end definition** list, select the character with which the tags end.

Example:

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

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

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

- 4 Specify how the tags are structured:

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

Examples of single-level tags:

<ENG>, <DEU>, <TERM>, <STATUS>.

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

Examples of two-level tags:

<ENG . TERM>, <DEU . TERM>.

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

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

- For single-level tags, proceed as explained in step 5 on page 75.
- For two-level tags, skip steps 5 to 7 and continue as explained in step 8 on page 77.

- 5 If you selected single-level tags for the tag structure in step 4, TermStar displays the **Tag-controlled import (single-level tags)** window (Fig. 7-10).

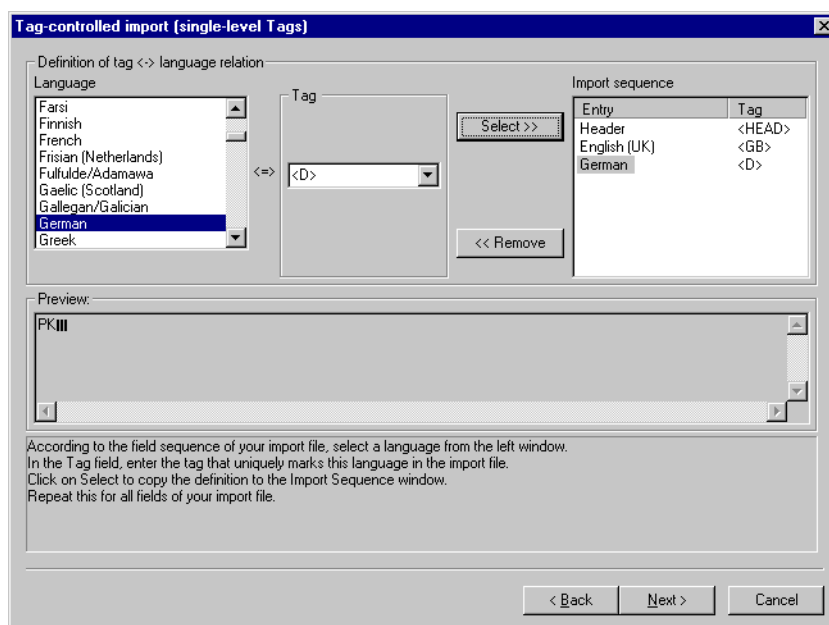


Fig. 7-10: **Tag-controlled import (single-level tags)** window

Specify which tags define the header or languages in the import file.

In the **Language** section, TermStar displays a list with `Header` and all the languages available in TermStar. In the **Tag** list, TermStar displays all the tags found in the import file according to the tag definition you provided in step 3 on page 74.

- To assign the header or a language to a tag, select **Header** or the desired language, select the appropriate tag from the **Tag** list and click **Select**.
TermStar displays the entry with the tag in the **Import sequence** list.
- If you do not want to use an entry in the **Import sequence** list when importing, select the entry and click **Remove**.
TermStar removes the entry from the **Import sequence** list.
- To correct the tag for an entry, select the entry in the **Import sequence** list. Click **Remove** to remove the entry. Then select **Header** or the desired language from the **Language** list, select the appropriate tag from the **Tag** list and click **Select**.

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

TermStar displays the **Tag-controlled import (single-level tags)** window with the section **Definition of tag <-> field relation** (Fig. 7-11).

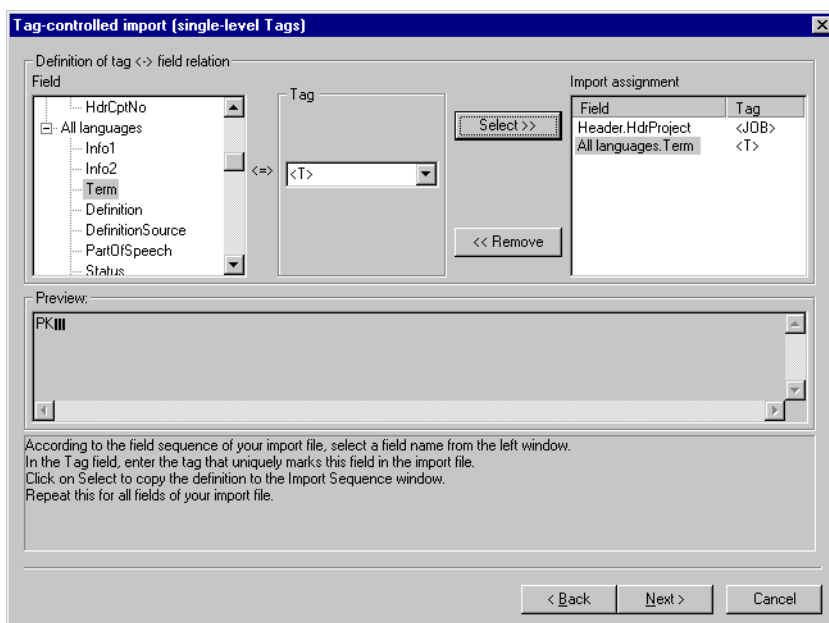


Fig. 7-11: **Tag-controlled import (single-level tags)** window

- 6 Specify which tags define the fields in the import file.

Click on the plus sign beside **Header** or **All languages** to display the fields for **Header** or **All languages**.

TermStar displays the fields contained.

- To assign a tag a field, select the field, select the appropriate tag from the **Tag** list and click **Select**.
TermStar displays the field with the tag in the **Import assignment** list.

- If you do not want to use a field in the **Import assignment** list when importing, select the field and click **Remove**.

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

- To correct the tag for a field, select the field in the **Import assignment** list. Click **Remove** to remove the field. Then select the field in the **Field** list, select the appropriate tag from the **Tag** list and then click **Select**.

TermStar displays all the tags found in the import file according to the tag definition you provided in Step 3 on page 74.

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

TermStar displays the **Date format** window.

- The remaining steps are the same as for an import script for table layout with unique field separation.

Continue as explained in Section 7.2.4 "Import script for table layout with unique field separation", from point 5 on page 69 onwards.

- If you selected two-level tags for the tag structure in step 4 TermStar displays the **Tag-controlled import (two-level tags)** window (Fig. 7-12).

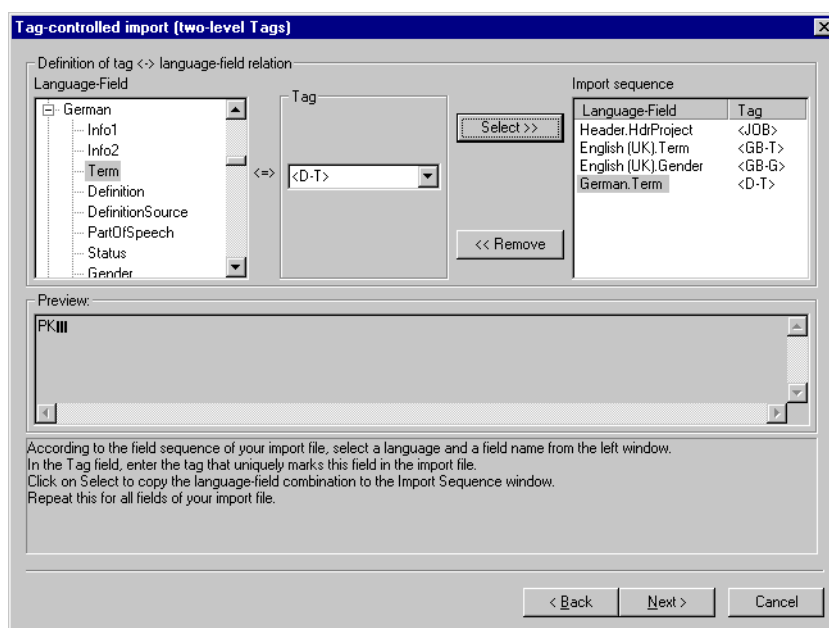


Fig. 7-12: **Tag-controlled import (two-level tags)** window

Specify which tags define the headers or languages and fields in the import file.

In the **Language-field** section, TermStar displays a list with **EmptyField**, **Header** and all the languages available in TermStar. In the **Tag** list, TermStar displays all the tags found in the import file according to the tag structure you provided in step 3 on page 74.

Click on the plus sign beside **Header** or the name of the language to display the fields in the header or in a language. TermStar displays the fields contained.

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

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

- If you do not want to use a field in the **Import sequence** list when importing, select the field and click **Remove**.

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

- To correct the tag for a field, select the field in the **Import sequence** list. Click **Remove** to remove the field. Then select the field in the **Language-field** list, select the appropriate tag from the **Tag** list and then click **Select**.

TermStar displays all the tags found in the import file according to the tag definition you provided in Step 3 on page 74.

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

TermStar displays the **Date format** window.

- 9 The remaining steps are the same as for an import script for table layout with unique field separation.

Continue as explained in Section 7.2.4 "Import script for table layout with unique field separation", from point 5 on page 69 onwards.

7.2.7 Import script for files with fields separated by tags, delimiters or position

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

- One data record corresponds to one or more rows in the import file.
- There is no single definition for data records, entries and fields. Instead they are defined by tags, delimiters, position or a combination of these.

Use this import script to import files you cannot define using other scripts.

To create the import script, the wizard takes you through various windows, depending on the structure of the data to be imported:

- Data records with or without subgroups

The fields in a data record can be grouped by language, i.e. there are field subgroups for each language:

- Data records with subgroups – the fields in a data record are grouped by language.

Example:

```
DEU-term;DEU-attribute;DEU-status;ENG-term;
ENG-attribute;ENG-status
```

- Data records without subgroups – the fields in a data record are not grouped by language.

Example:

```
DEU-term;ENG-term;DEU-attribute;ENG-attribute;
DEU-status;ENG-status
```

■ Data records with or without header section

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

- Data records with separate header section – the header fields are in one section.

Example:

```
HEAD-Project;DEU-term;DEU-attribute;DEU-status;
ENG-term;ENG-attribute;ENG-status
```

- Data records without separate header section – the fields with information for the header occur within the language-specific entries.

Example:

```
DEU-term;Project;DEU-attribute;DEU-status;
ENG-term;ENG-attribute;ENG-status
```

Table 7-1 provides you with an overview of the steps the wizard takes for the different versions (with or without subgroups, with or without header section).

Data record definition		
Subgroups (entries sorted by language)		No subgroups
Separate header section <ul style="list-style-type: none">■ Specify header definition■ Specify header field definition■ Specify header field position	No separate header section <ul style="list-style-type: none">—	■ Specify field definition
<ul style="list-style-type: none">■ Specify entry definition■ Specify entry sequence■ Specify entry field definition		
■ Specify field sequence		

Table 7-1: Wizard's steps for files with fields separated by tags, delimiters or position

How do I use the wizard to create an import script for files with fields separated by tags, delimiters or position?

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



TermStar displays the **Data record definition** window (Fig. 7-13).

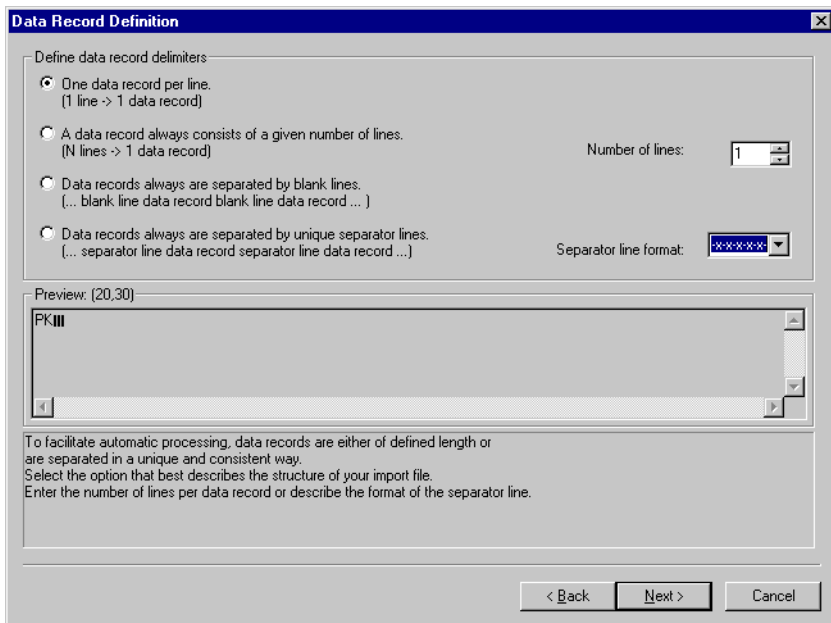


Fig. 7-13: **Data record definition** window

- 2 Specify how the data records are separated from each other, i.e. tell TermStar how the start of a new data is marked:
 - **One data record per line** – all the data for one data record are contained within one line
 - **A data record always consists of a given number of lines** – all data records comprise a specified number of lines
Enter the number of lines per data record in the **Number of lines** field.
 - **Data records always are separated by blank lines.** – a blank line is always between the data records.
 - **Data records always are separated by unique separator lines.** – a line with the same contents is always between the data records.
In the **Separator line format** field, enter the information contained in the separator line in the import file (e.g. x-x-x-x-x-x-).

Select the desired option, enter information on the **Separator line format** or the **Number of lines** if necessary and click **Next**.

TermStar displays the **Data record structure** window (Fig. 7-14).

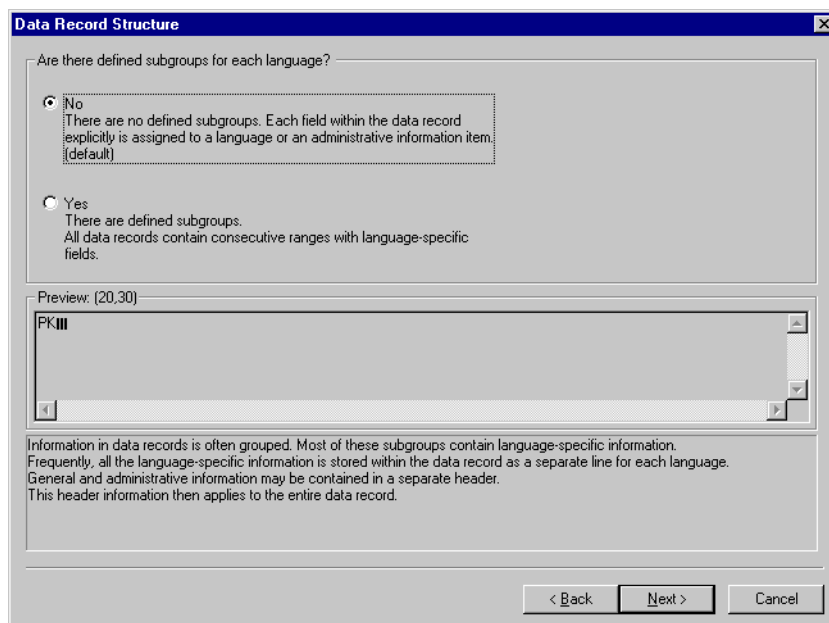


Fig. 7-14: **Data record structure** window

- 3 Specify whether the fields in a data record are grouped by language, i.e. whether there are field subgroups for each language (see „Data records with or without subgroups“ on page 78):
 - **No, there are no defined subgroups.** – the fields in a data record are *not* grouped by language.
 - **Yes. There are defined subgroups.** – the fields in a data record are grouped by language.

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

The remaining steps depend on whether the data records occur with or without subgroups:

- For data records *without* subgroups, skip the following steps and continue as explained in step 11 on page 89.
- For data records *with* subgroups, continue as explained in step 4 on page 82.

- 4 If the data records contain subgroups for each language, in the **Header** window (Fig. 7-15), specify whether header fields are in a separate section (see „Data records with or without header section“ on page 79):

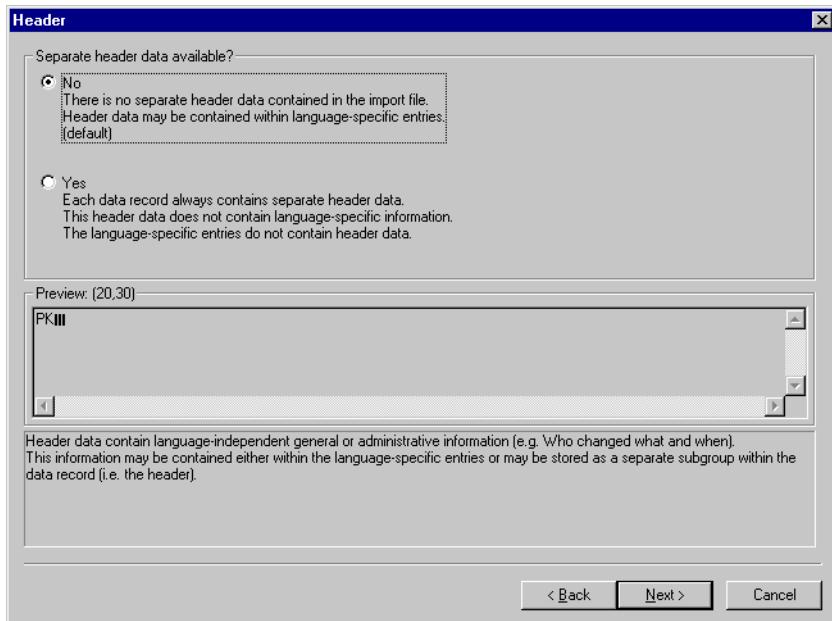


Fig. 7-15: **Header** window for data records with subgroups

- **No, there is no separate header area.** – The fields with information for the header occur within the language-specific entries.
- **Yes, each data record always contains separate header data.** – the header fields are in one section.

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

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

- For data records *without* a special header section, skip the following steps and continue as explained in step 8 on page 86.
- For data records *with* a special header section continue as explained in step 5 on page 83.

- 5 If the data records contain a special header section, specify how the header section is separated from the language entries in the **Header definition** window (Fig. 7-16):

Header Definition

Define header separation:

☐ Header data always are separated from entries by a unique separator. Unique separator: ;

☒ The beginning of the header data is marked by a unique tag. Tag: []

☐ The beginning of the header data is defined as a position within the data record. This position definition must be identical for all data records within an import file. Column: 1 Row: 1

Preview: [20,30]

PKIII

When a data record consists of several entries and a separate header, header and entries must be separated from each other in a unique and consistent way. This is achieved by using unique separators or a unique tag that marks the beginning of the header information. The beginning of the header may also be described as a row/column position relative to the beginning of the data record.

< Back Next > Cancel

Fig. 7-16: **Header definition** window for data records with subgroups and a header section

- **Header data always are separated from entries by a unique separator** – if you select this option, select the character which separates the header section from language entries from the **Unique separator** list.
- **The beginning of the header data is marked by a unique tag** – if you select this option, select the tag which marks the start of the header section from the **Tag** list:
- **The beginning of the header data is defined as a position within the data record.** – select this option if the position for the start of a header field is the same in all data records. If you select this option, enter the start position of the header data in the data record in the **Column** and **Row** fields.

Select the desired option, specify the separator, tag or row and column, if necessary, and click **Next**.

TermStar displays the **Header field definition** window (Fig. 7-17).

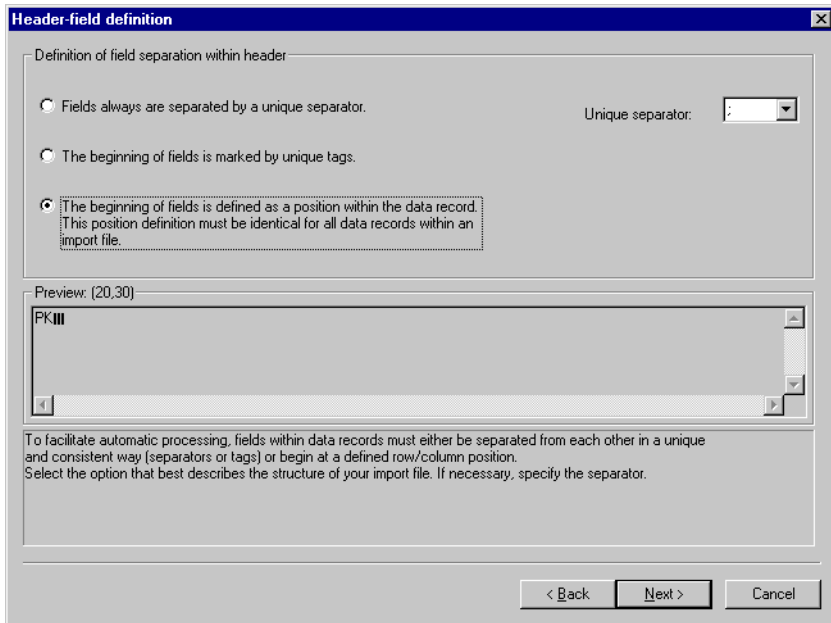


Fig. 7-17: **Header field definition** window for data records with subgroups and a header section

- 6 Specify how the individual fields are separated from one another within the header section:
 - **Fields are always separated by a unique separator** – if you select this option, select the character which separates the individual header fields from one another from the **Unique separator** list.
 - **The beginning of fields is marked by unique tags** – select this option if the start of the fields is marked by the same tags in all data records.
 - **The beginning of fields is defined as a position within the data record.**– select this option if the position for the start of a header field is the same in all data records.

Select the desired option, specify the separator, if necessary, and click **Next**.

TermStar displays the **Header field positions** window (Fig. 7-18).

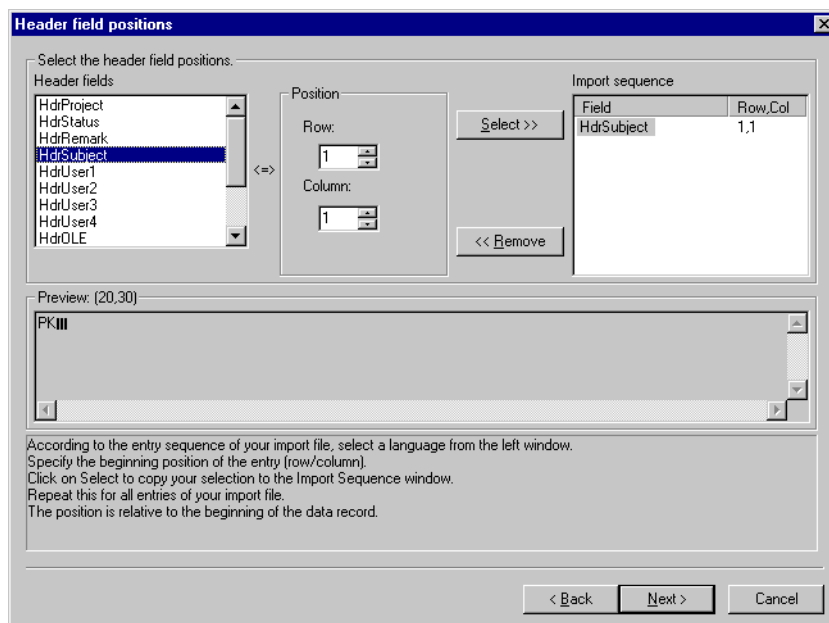


Fig. 7-18: **Header field positions** window for data records with subgroups and a header section, Header fields defined by unique positions

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

- 7 Specify the header fields contained in the header section of import file and how the individual fields can be identified in the import file. How you specify this depends on how the header fields are separated from one another (see step 6 on page 84):

- If the fields are always separated by a unique separator, select the field from the **Header-fields** list and click **Select**. To change the position of a field in the **Import sequence** list, select the field and click **Up** or **Down**.
- If the start of the fields is marked by unique tags, select the field from the **Header-fields** list, select the appropriate tag from the **Tag** list and click **Select**.
- If the start of the fields is specified by a position within the data record, select the field from the **Header-fields** list, enter the position of the start of the field in the **Row** and **Column** fields and click on **Select** (see Fig. 7-18 on page 85).

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

TermStar displays the **Entry definition** window.

- 8 In the **Entry definition** window, specify how the individual entries are separated (Fig. 7-19):

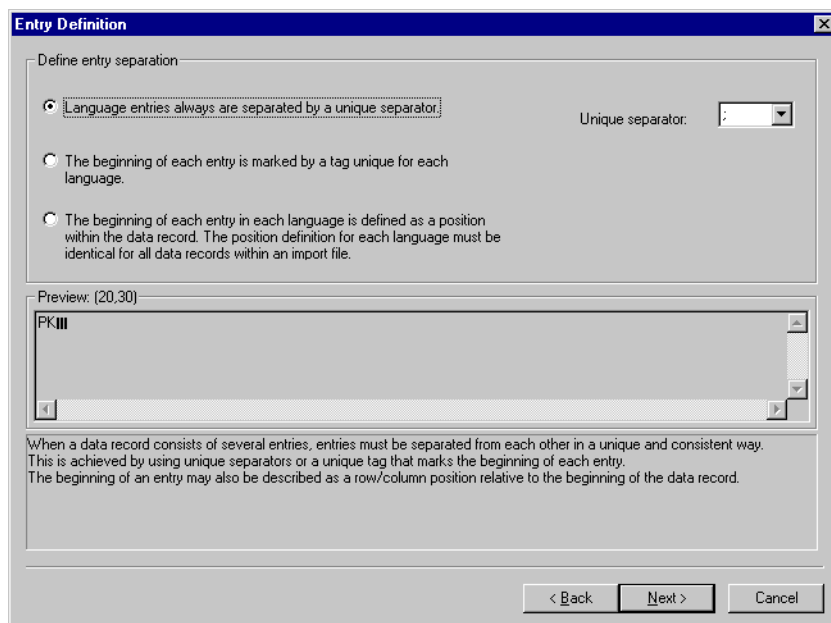


Fig. 7-19: **Entry definition** window for data records with subgroups

- **Language entries always are separated by a unique separator** – if you select this option, select the character which separates the language entries from one another from the **Unique separator** list.
- **The beginning of each entry is marked by a tag unique for each language** – select this option if the start of entries of each language is marked by the same tags in all data records.
- **The beginning of each entry in each language is defined as a position within the data record.** – select this option if the position for the start of an entry of a language is the same in all data records.

Select the desired option, specify the separator, if necessary, and click **Next**.

TermStar displays the **Entries sequence** window (Fig. 7-20).

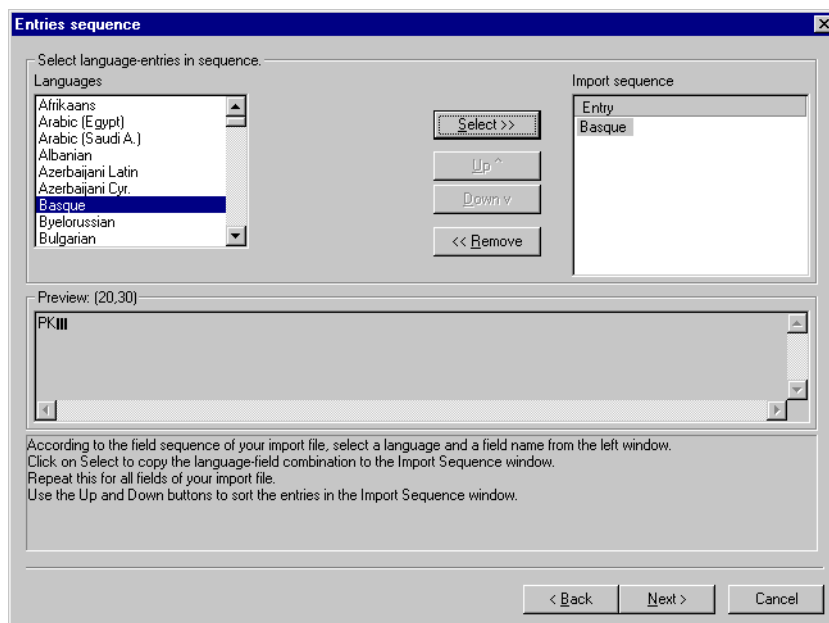


Fig. 7-20: **Entries sequence** **window** for data records with subgroups, entries separated by unique separators

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

- 9 Specify the languages contained in the import file and how the individual languages can be identified in the import file. How you specify this depends on how the entries are separated (see step 8 on page 86):
 - If the language entries are always separated by a unique separator, select the language from the **Languages** list and click **Select**. To change the position of a language in the **Import sequence** list, select the language and click on **Up** or **Down** (see Fig. 7-20 on page 87).
 - If the start of the entries is marked by a unique tag for every language, select the language from the **Languages** list, select the appropriate tag from the **Tag** list and click **Select**.
 - If the start of the entries for each language is defined by a position within the data record, select the language from the **Languages** list, enter the position of the start of the entry in the **Row** and **Column** fields and click **Select**.

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

TermStar displays the **Entry field definition** window (Fig. 7-21).

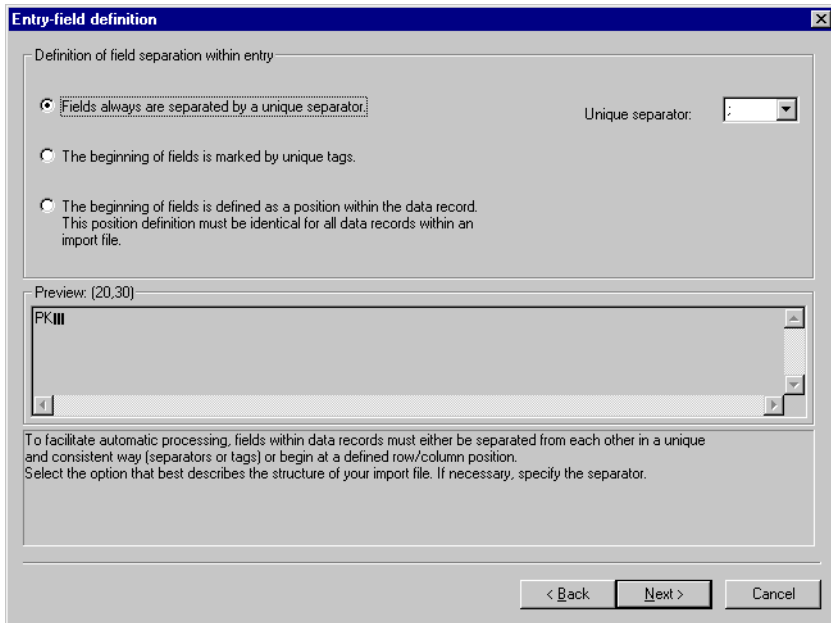


Fig. 7-21: **Entry field definition** window for data records with subgroups

- 10 Specify how the individual fields are separated from one another within an entry:
 - **Fields always are separated by a unique separator** – if you select this option, select the character which separates the fields from one another within an entry from the **Unique separator** list.
 - **The beginning of fields is marked by unique tags** – select this option if the start of the fields is marked by the same tags in all data records.
 - **The beginning of fields is defined as a position within the data record.**– select this option if the position for the start of a field is the same in all data records.

Select the desired option, specify the separator, if necessary, and click **Next**.

You can skip the following step and continue as explained in step 12 on page 90.

- 11 If the data records do *not* contain subgroups for every language (see step 3 on page 81), specify how the individual fields are separated within a data record in the **Field definition** window (Fig. 7-22):

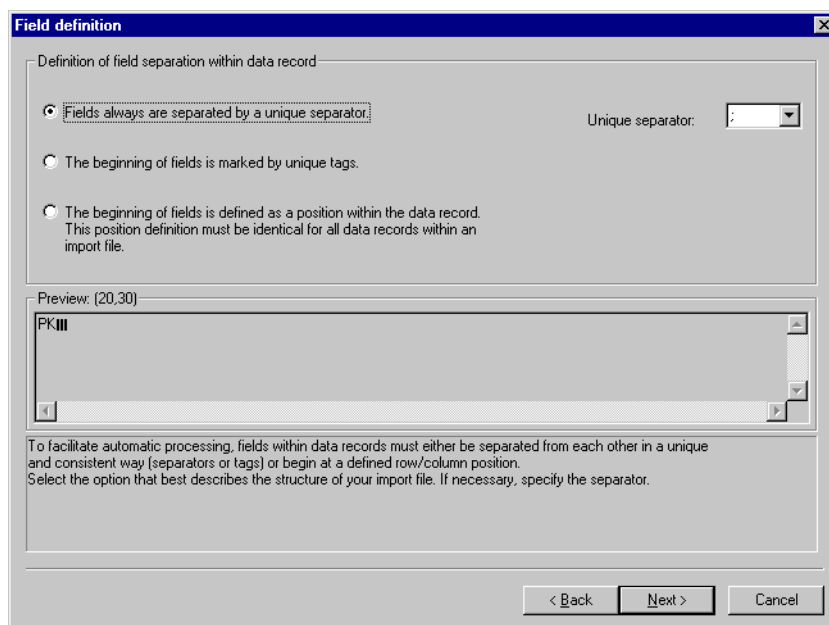


Fig. 7-22: **Field definition** window for data records without subgroups

- **Fields are always separated by a unique separator** – if you select this option, select the character which separates the fields from one another within an entry from the **Unique separator** list.
- **The beginning of fields is marked by unique tags** – select this option if the start of the fields is marked by the same tags in all data records.
- **The beginning of fields is defined as a position within the data record.**– select this option if the position for the start of a field is the same in all data records.

Select the desired option, specify the separator, if necessary, and click **Next**.

TermStar displays the **Fields sequence** window.

- 12 In the **Fields sequence** window, specify the entry fields contained in the import file and how the individual entry fields can be identified in the import file (Fig. 7-23).

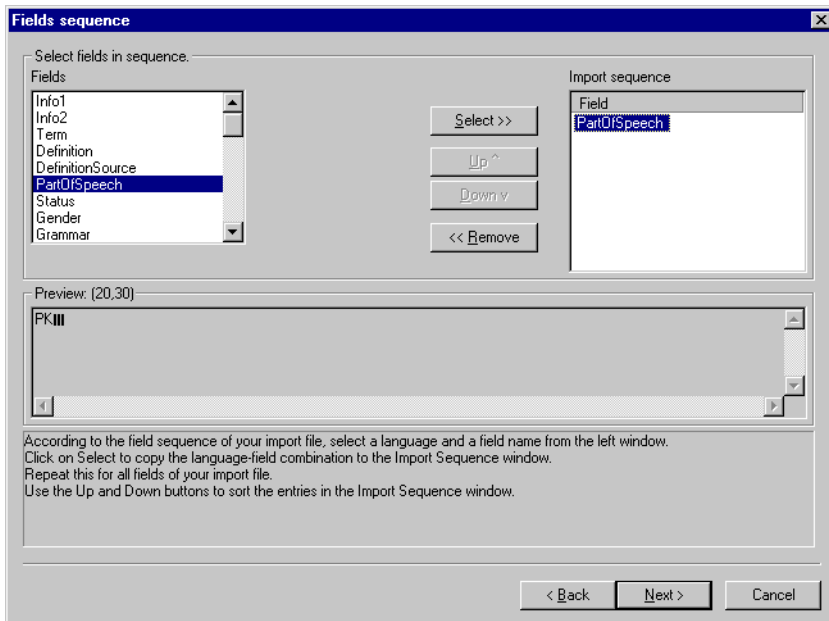


Fig. 7-23: **Fields sequence** window in the example of data records with subgroups, fields separated by unique separators

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

If the data records do *not* contain subgroups for each language (see step 3 on page 81), click on the plus sign beside **Header** or the name of the language. TermStar displays the fields contained.

How you specify the field sequence depends on how the fields are separated (see step 10 on page 88 or step 11 on page 89):

- If the fields are always separated by a unique separator, select the field from the **Fields** list and click **Select**. To change the position of a field in the **Import sequence** list, select the field and click on **Up** or **Down** (see Fig. 7-23 on page 90).
- If the start of the fields is marked by a unique tag, select the field from the **Fields** list, select the appropriate tag from the **Tag** list and click **Select**.
- If the start of the fields is specified by a position within the data record, select the field from the **Fields** list, enter the position of the start of the field in the **Row** and **Column** fields and click **Select**.

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

TermStar displays the **Date format** window.

- 13 The remaining steps are the same as for an import script for table layout with unique field separation.

Continue as explained in Section 7.2.4 "Import script for table layout with unique field separation", from point 5 on page 69 onwards.

7.3 Additional options for import scripts

7.3.1 Overview

If you use the wizard to create an import script, you can make more settings at the end in the **Summary** window by clicking **Additional options** (see step 6 on page 70).

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

- Substitutions (see Section 7.3.2 on page 91)
- Default values (see Section 7.3.3 on page 93)
- Duplicate fields (see Section 7.3.4 on page 95)
- Escapements (see Section 7.3.5 on page 97)

7.3.2 Substitutions

You can use the **Substitutions** tab to specify that TermStar searches for and replaces field values *after* a successful import. This process works like "Search and Replace" in data manipulation. You can select fields and specify a value in each field to be replaced by another value.



How do I add a substitution rule?

- 1 In the **Additional options** window, select the **Substitutions** tab (Fig. 7-24).

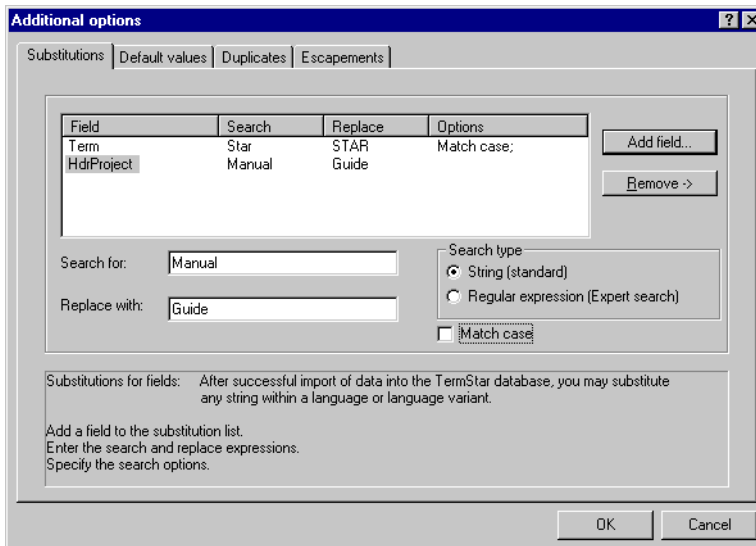


Fig. 7-24: **Substitutions** tab in the **Additional options** window

TermStar displays the following in the table:

- **Field** column– field in which TermStar carries out the substitutions
 - **Search** column – string which TermStar searches for
 - **Replace** column – string TermStar replaces with
 - **Options** column – options for the substitution
- 2 To add a field to the substitutions list, click **Add field**.

TermStar displays the **Field selection** window with a list (All fields, Header and All languages). (Fig. 7-25).

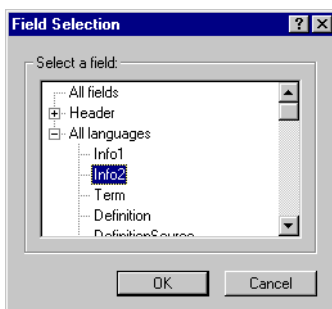


Fig. 7-25: **Field selection** window

- 3 Specify in which field TermStar should carry out the string replacement:

- If TermStar should substitute values in all fields, select **All fields**.
- Click on the plus sign beside `Header` or `All languages` to display the fields for the header or for all languages. TermStar displays the fields contained.
- Select the desired field for the header or for all languages.

Confirm your selection with **OK**.

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

4 Specify how TermStar should search and replace:

- Select the field in which TermStar should search and replace.
- Enter the search string in the **Search for** field.
- Enter the string that is to replace the search string in the **Replace with** field.
- Select **String (standard)** if you do not want to use regular expressions.

Select **Regular expression (Expert search)** if you want to use regular expressions.

In the **Options** column, TermStar displays `Expert search` for this substitution rule.

Please refer to the Reference Guide for more detailed information on how to use regular expressions.

- If you wish the search to be case-sensitive, select **Match case**.

In the **Options** column, TermStar displays `Match case` for this substitution rule.

If you wish to change the settings for any field, select the field from the table and change the settings. TermStar displays the new settings in the table.

If you wish to remove the substitution rule for a field, select the field from the table and click **Remove**. TermStar removes the field from the table.

5 Confirm your settings with **OK**.

TermStar closes the window and displays the **Summary** window again. You can now complete the import script and save it (see step 6 on page 70).

7.3.3 Default values

You can use the **Default values** tab to define the values which TermStar automatically enters when importing. You can select whether TermStar should always enter the values (thereby overwriting the imported values) or should enter values into empty fields only.

Default values affect imported entries only

TermStar uses the default values you specified in the import script for imported entries – it does not use them for entries which already exist in the target dictionary. You can use the data manipulation function to assign default values to existing entries.





How do I add a default value for the import?

- 1 In the **Additional options** window, select the **Default values** tab (Fig. 7-26).

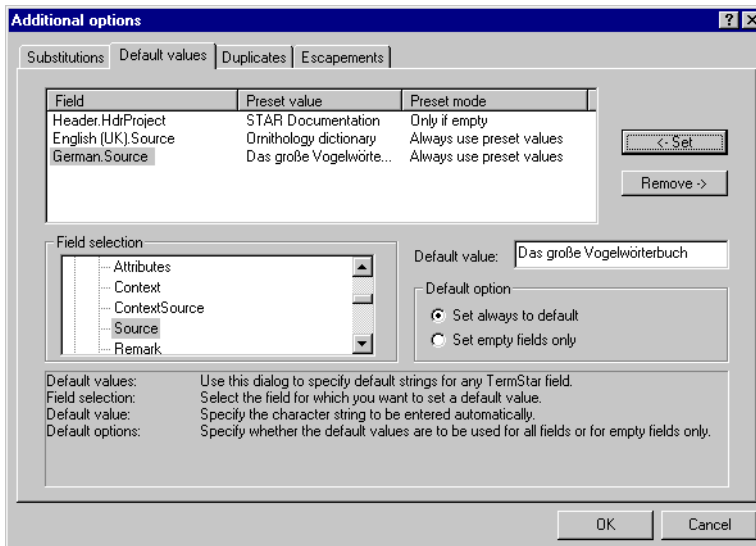


Fig. 7-26: **Default values** tab in the **Additional options** window

TermStar displays the following in the table:

- **Field** column– field to which TermStar assigns the value
 - **Preset value** column– value which TermStar enters into the field
 - **Preset mode** column – options for the default values
- 2 Specify the field to which the default value should apply.
In the **Field selection** section, TermStar displays a list with `Empty Field`, `Header` and all the languages available in TermStar.
 - Click on the plus sign beside `Header` or the name of the language to display the fields in the header or in a language. TermStar displays the fields contained.
 - Select the desired field for the header or for the language.
 - 3 Specify the value TermStar should enter in the field.
To do this, enter the desired value in the **Default Value** field.
 - 4 Specify when TermStar should enter the value in the field.
 - Select **Set always to default** if TermStar should always enter the value, thereby overwriting any values in the import file.
In the **Preset mode** column, TermStar displays `Always use preset values` for these default values.
 - Select the **Set empty fields only** option if TermStar should enter the value only if the field is empty.

In the **Preset mode** column, TermStar displays `Only if empty` for these default values.

- 5 Click **Set** to accept the settings for this default value.

TermStar displays the default value in the table.

If you wish to change the settings for a default value, select the default value from the table and change the settings. TermStar displays the new settings in the table.

If you wish to remove a default value, select the default value from the table and click **Remove**. TermStar removes the default value from the table.

- 6 Confirm your settings with **OK**.

TermStar closes the window and displays the **Summary** window again. You can now complete the import script and save it (see step 6 on page 70).

7.3.4 Duplicate fields

Duplicate fields (doubles) can arise if you are importing a file whose fields are defined by tags (*not* by positions or separators): A double occurs if *the same* tag occurs twice *within an entry* in the import file.

Duplicate fields can only occur in import formats containing tags

Duplicate fields cannot occur if the fields are defined by position or separators.



You can use the **Duplicates** tab to specify how TermStar handles duplicate fields in the import file. As standard, TermStar enters each value in duplicate fields one after the other in the target field.



How do I define how TermStar handles duplicate fields?

- 1 In the **Additional options** window, select the **Duplicates** tab (Fig. 7-27).

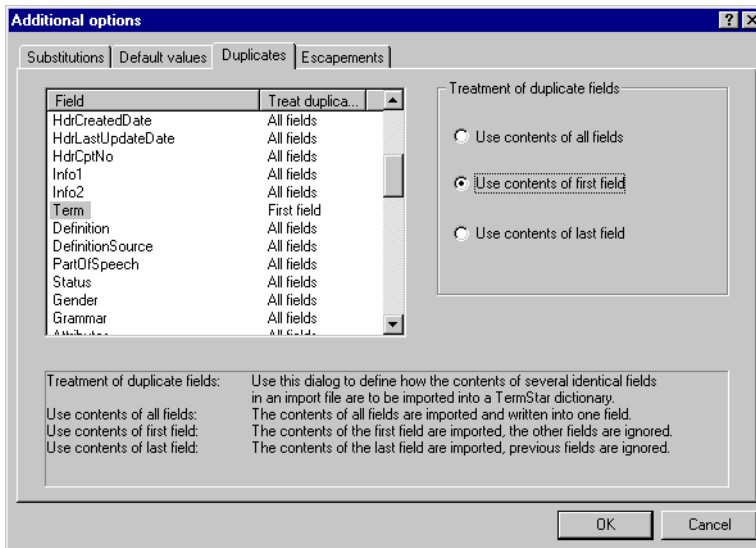


Fig. 7-27: **Duplicates** tab in the **Additional options** window

TermStar displays the following in the table:

- **Field** column– all possible fields in TermStar
- **Treat duplicate fields** column – current setting for the field

The option **Use contents of all fields** is the default setting for all fields.

- 2 To change the setting for a field, select the appropriate field from the table and select one of the following options in the **Treatment of duplicate fields** section:

- **Use contents of all fields** – where TermStar encounters duplicate fields, the values of all fields are entered in the target field one after the other.

In the **Treatment of duplicate fields** column, TermStar displays **All fields** for these fields.

- **Use contents of first field** – where TermStar encounters a duplicate field, only the value of the first field is entered in the target field.

In the **Treatment of duplicate fields** column, TermStar displays **First field** for these fields.

- **Use contents of last field** – where TermStar encounters duplicate fields, only the value of the last field is entered in the target field.

In the **Treatment of duplicate fields** column, TermStar displays **Last field** for these fields.

Select the desired option for the field selected.

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

TermStar closes the window and displays the **Summary** window again. You can now complete the import script and save it (see step 6 on page 70).

7.3.5 Escapements

Certain characters can have a special function during import (e.g. the semicolon for the field separator). However such characters may also appear inside a field as part of the field contents. Then TermStar must read the character as a "normal" character without any special function.

The same character can function as both a "normal" character and a special character. "*Escapements*" are used to clearly indicate the function in question. An escapement is an additional character placed in front of the special function character if this character is to be interpreted as a "normal" character (without any special function).

■ Example:

The semicolon (;) is the separator between fields and also occurs *inside* the fields. At these points the delimiter is marked by a preceding backslash (\). The backslash is the escapement:

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

The escapement means that TermStar interprets the third semicolon as a "normal" character and imports the data into four fields:

```
raven|noun|biology; ornithology|bird
```

If the escapement is not used, TermStar interprets the third semicolon as a field separator and does not import the information as required:

```
raven|noun|biology|ornithology|bird
```

Escapement must be in the import file

The escapement (backslash in the example) must already be in the import file. If necessary, you must convert the import file accordingly before importing. You can use the preprocessing function of the expert editor for this purpose (see Section 7.4.5 "Preprocessing" on page 104).





How do I define escapements?

- 1 In the **Additional options** window, select the **Escapements** tab (Fig. 7-28).

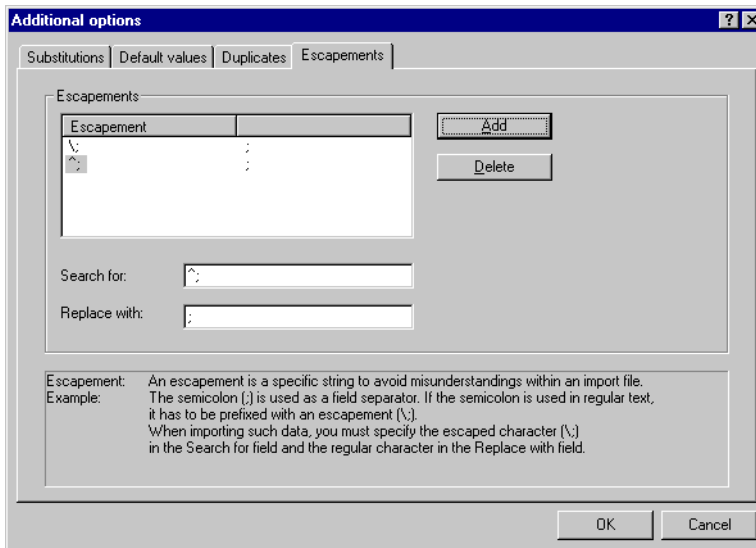


Fig. 7-28: **Escapements** tab in the **Additional options** window

TermStar displays the following in the table:

- **Escapement** column – string in the import file which TermStar should replace
 - Second column – string with which TermStar should replace the escapement
- 2 Specify an escapement as follows:
 - In the **Search for** field, enter the string in the import file which TermStar should replace. (\; in our example).
 - In the **Replace with** field, enter the string with which TermStar should replace the escapement (; in our example).
 - Click **Add**.

TermStar displays the escapement and its replacement in the upper table.

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

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

TermStar closes the window and displays the **Summary** window again. You can now complete the import script and save it (see step 6 on page 70).

7.4 Expert editor

7.4.1 Overview

The expert is designed for experienced users and goes beyond the functions of the wizard, allowing for additional settings.

Please refer to Section 7.4.2 "Starting the expert editor for import scripts" on page 100 for more detailed information on how to call up the expert editor.

Table 7-2 provides you with an overview of the settings which are possible with the expert editor. Please refer to the sections listed in the table for more detailed information on the settings.

The expert editor does not allow editing at a later stage using the wizard

Import scripts which you have already edited in the expert editor cannot be edited using the wizard!

TermStar displays a message if you want to edit an import script initially with the expert editor (see step 5 on page 101).



Save the import script after making changes

If you make changes to an existing import script, save it to keep your changes.



Setting	Explanation	Section
Escapements	Characters placed in front of characters for special functions so TermStar interprets them as "normal" characters	7.4.3 on page 102
Date format	Format of the dates in the import file	7.4.4 on page 103
Preprocessing	Search for and replace field contents in the import file <i>prior</i> to import (corresponds to converting the import file)	7.4.5 on page 104
Delimiters	Characters which separate data records, headers, entries and subentries from one another in the import file	7.4.6 on page 105
Fields	Strings which define the start and end of the field contents in the import file	7.4.7 on page 110

Table 7-2: Settings in the expert editor

Setting	Explanation	Section
Copying fields	Copy the field contents of fields in the import file to (other) fields in the dictionary	7.4.8 on page 112
Substitutions	Search for and replace field contents in the dictionary <i>after</i> import (corresponds to automatic data manipulation)	7.4.9 on page 113
Default values	Automatically insert field contents during import	7.4.10 on page 114
Duplicates	Treatment of fields which appear twice in <i>one</i> data record of the import file	7.4.11 on page 115

Table 7-2: Settings in the expert editor (cont.)

7.4.2 Starting the expert editor for import scripts



How do I call up the expert editor for import scripts?

- 1 Select **Options | Database administrator | Expert**.
TermStar displays the **TermStar dictionary expert** window with a list of the existing databases.
- 2 To make TermStar display the dictionaries in a database, click on the plus sign next to the database name.
TermStar displays the dictionaries contained.
- 3 Select a dictionary and click **Import/Export**.
TermStar displays the **Database Administration: Expert <Dictionary>(<Database>)** window with the name of the selected dictionary.
- 4 From the **Import** tab, select the **File format definition** tab and select **User defined**.

TermStar displays a list of the existing import scripts in the right-hand section of the tab (Fig. 7-29).

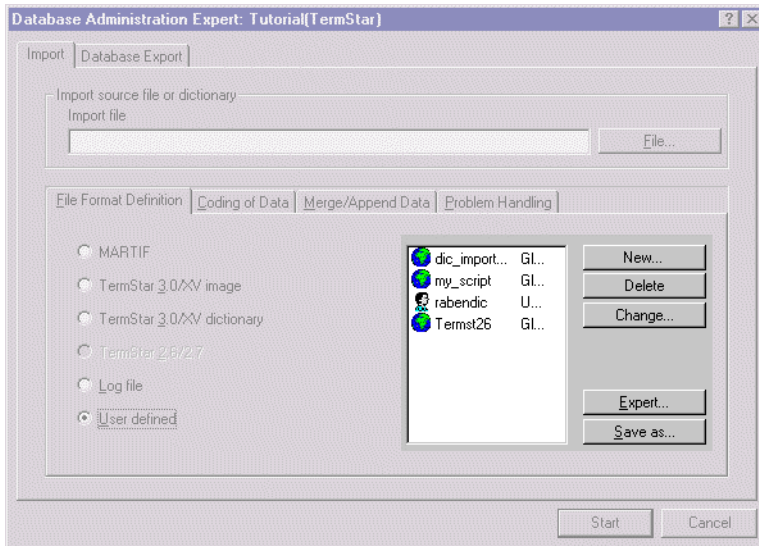


Fig. 7-29: List of import scripts in the database expert

- 5 Select the import script you want to edit and click **Expert**.

TermStar displays a message if you have not yet edited the import script using the expert editor (Fig. 7-30).



Fig. 7-30: Message displayed if you call up the expert editor

Decide how you would like to continue:

- Click on **Yes** if you want to edit the import script with the wizard.
Now you can use the wizard for this import script all the time in the future.
- Click **No** to edit the script using the expert editor to make additional settings.
- Click **Cancel** if you do not want to edit the import script.

If you decided to use the expert editor, TermStar displays the import script in the expert editor.

7.4.3 Escapements

You can use the **Escapements** tab to specify characters placed in front of special function characters so the special function characters are interpreted as “normal” characters (Fig. 7-31).

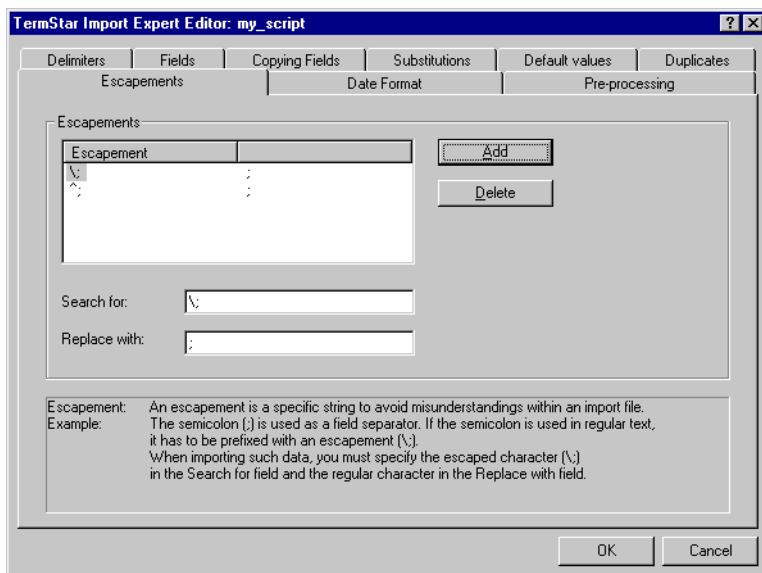


Fig. 7-31: **Escapements** tab in the import script expert editor

The **Escapements** tab in the expert editor corresponds to the **Escapements** tab in the additional options of the wizard (see Section 7.3.5 "Escapements" on page 97).

7.4.4 Date format

You can use the **Date format** tab to specify the format of the dates in the import file (Fig. 7-32).

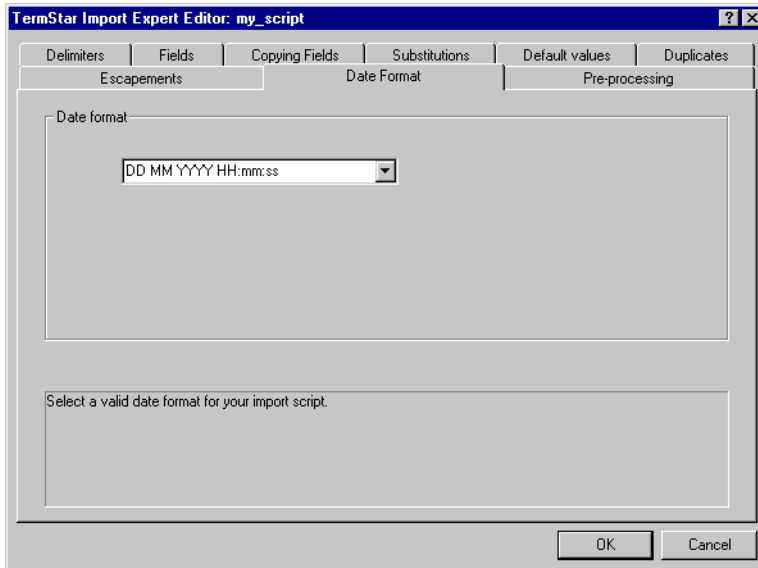


Fig. 7-32: **Date format** tab in the import script expert editor

The **Date format** tab in the expert editor corresponds to the **Date format** window in the wizard (see step 5 on page 69).

7.4.5 Preprocessing

You can use the **Pre-processing** tab to specify how TermStar searches for and replaces field contents in the import file *prior* to import (corresponds to converting the import file; Fig. 7-33).

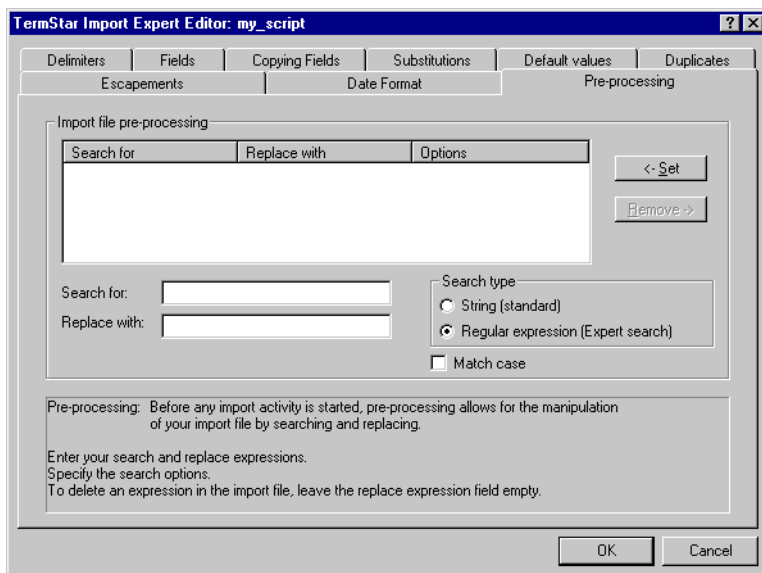


Fig. 7-33: **Pre-processing** tab in the import script expert editor

Settings in the expert editor **Pre-processing** tab can be made in the same way as for the **Substitutions** tab in the additional options of the wizard (see Section 7.3.2 "Substitutions" on page 91).

Please note that TermStar carries out preprocessing tasks in the import file *prior* to import but makes substitutions in the dictionary *after* import.

7.4.6 Delimiters

You can use the **Delimiters** tab to specify how data records, headers, entries and sub-entries are separated from one another in the import file (Fig. 7-34).

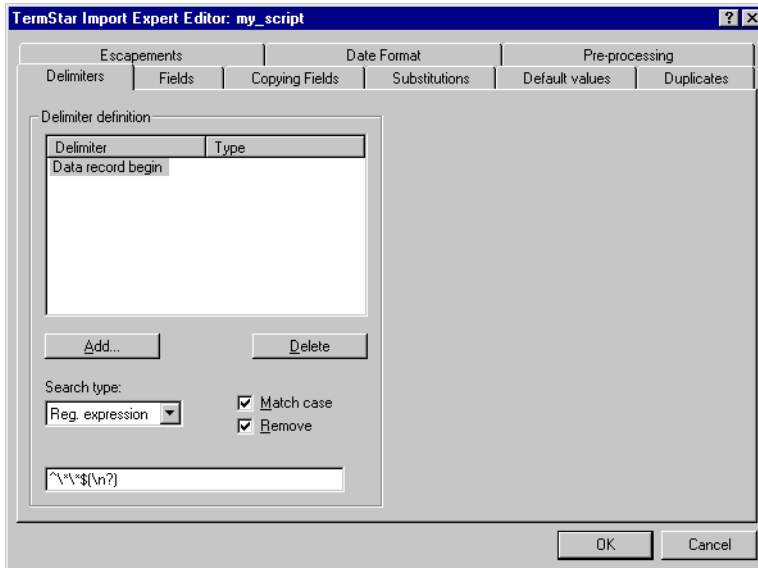


Fig. 7-34: **Delimiters** tab in the import script expert editor

TermStar displays the following in the left-hand section of the tab:

- Table of defined delimiters
 - **Delimiter** – meaning of the separator
 - **Type** column – type of delimiter for delimiters for entry start and end and sub-entry start and end
- **Search type** list – method with which TermStar should search for the delimiter (i.e. how it is defined):
 - `String` – as a string of characters
 - `Regular expression` – using regular expressions (please refer to the Reference Guide for more detailed information on regular expressions)
 - `Row/column` – if the separation can be uniquely identified by the position in the data record
- **Match case** option (*not* for `row/column` searches) – TermStar takes the case of the string or regular expression into account during the search.
- **Remove** option (*not* for `row/column` searches) – TermStar removes the string or regular expression from the imported data during the import.
- Bottom field
 - For `String` and `Regular expression` searches – string or regular expression which TermStar searches for as the delimiter

- For **Row/column** searches – row and column of the position which TermStar uses as the separator.

In the right-hand section, TermStar displays additional information for certain delimiter types (see steps 4 on page 107 or 5 on page 108).



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

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

TermStar displays the **Add delimiter** window (Fig. 7-35).

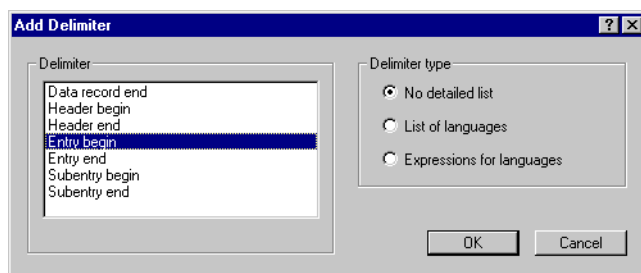


Fig. 7-35: **Add delimiter** window with additional options for *entry begin*

In the **Delimiter** section, TermStar displays all the delimiters which you have not yet defined. In the **Delimiter type** section, TermStar displays additional options for the entry start and end and subentry start and end.

- 2 In the **Delimiter** section, select the delimiter which you want to define.

If you have selected entry begin or end or subentry begin or end, specify how TermStar can identify the entry language or the type of subentry within a data record:

- **No detailed list** – the different languages or types of subentry cannot be identified on the basis of their sequence in the data record or by a unique expression.
- **List of languages** or **Subentry list** – the languages or types of subentry are in a fixed sequence in the data record
- **Expressions for languages** or **Expressions for subentries** – the languages or types of subentry can each be assigned by a unique expression.

Confirm your settings with **OK**.

TermStar displays the **Delimiter** tab again. TermStar displays the delimiter just added in the left-hand section.

- 3 Specify how TermStar can identify the delimiter in the import file:

- To do this, go to the **Search type** list and select whether TermStar should search for a string or a regular expression or whether the separation can be identified by the position in the data record.
- If you wish the search to be case-sensitive when TermStar is searching for the string or regular expression, select **Match case**.

- Select **Remove** if TermStar should remove the string or regular expression from the imported data during the import.
 - For `String` and `Regular expression` searches, enter in the bottom field the string or regular expression which TermStar should search for as the delimiter
 - For `Row/column` searches, enter the position of the separation in the data record into the **Row** and **Column** fields.
- 4 If you selected **List of languages** or **Subentry list** for the separator (see step 2 on page 106), TermStar displays a table for language entries or subentry types in the right-hand section of the tab (Fig. 7-36).

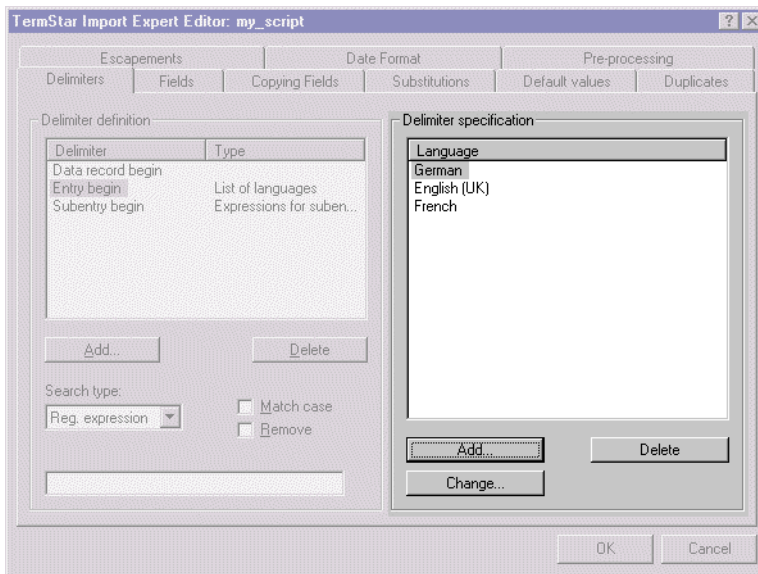


Fig. 7-36: **Delimiter** tab with table for list (for entry begin in our example)

Specify the sequence of the languages or subentries in the import file.

- To add a language or subentry type click **Add** in the *right-hand* section of the tab. Add the languages or subentries in the order they appear in the import file.

TermStar displays the **Add/change language** or **Add/change subentry** window (Fig. 7-37).

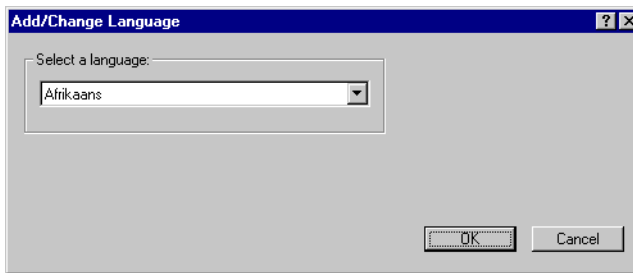


Fig. 7-37: **Add/change language** window for the language list

- Select the language or the subentry which you want to add from the list and confirm your choice by clicking **OK**.

TermStar displays the **Delimiter** tab again with the language or subentry added in the table in the right-hand section.

- Repeat these steps until all the languages or subentries in your import file are in the correct order in the table.
- 5 If you selected **Expressions for languages** or **Expressions for subentries** for the delimiter (see step 2 on page 106), TermStar displays a two-column table for language entries or subentry types in the right-hand section of the tab (Fig. 7-38).

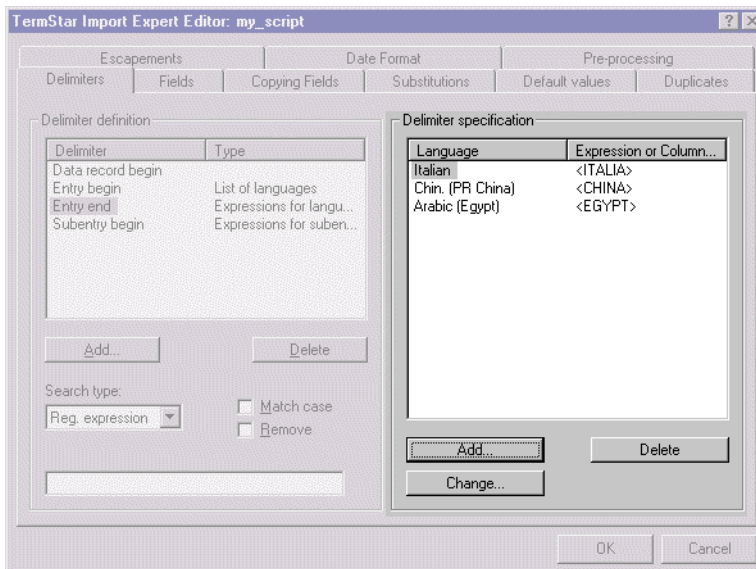


Fig. 7-38: **Delimiter** tab with table for expressions for language (for entry begin in our example)

Specify how TermStar can identify the languages or subentries in the import file.

- To add a language or subentry type click **Add** in the *right-hand* section of the tab.
TermStar displays the **Add/change language** or **Add/change subentry** window.
- Select the language or the subentry which you want to add from the list.
- For *String* and *Regular expression* searches, enter the string or regular expression which TermStar can use to identify the language in the **Expression for languages** field (Fig. 7-39).

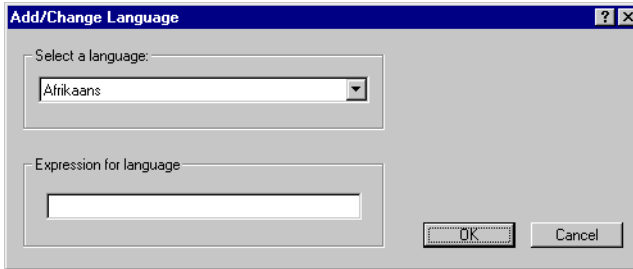


Fig. 7-39: **Add/change language** window if the language is identified by a string

- For *Row/column* searches, enter the position of the separation in the data record in the **Row** and **Column** fields (Fig. 7-40).

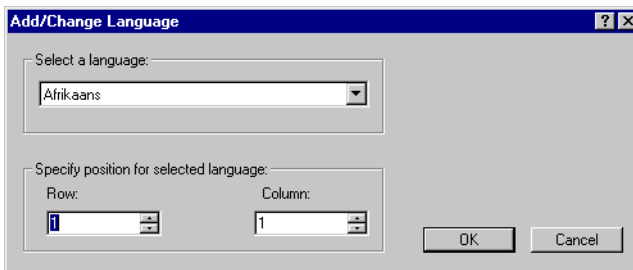


Fig. 7-40: **Add/change language** window if the language is identified by a position in the data record

- Confirm your selection with **OK**.
TermStar displays the **Delimiter** tab again with the language or subentry added in the table in the right-hand section.
- Repeat these steps until all the languages or subentries in your import file appear with the correct expression or in the correct position in the table.

7.4.7 Fields

You can use the **Fields** tab to specify how the individual fields are identified in the import file (Fig. 7-41).

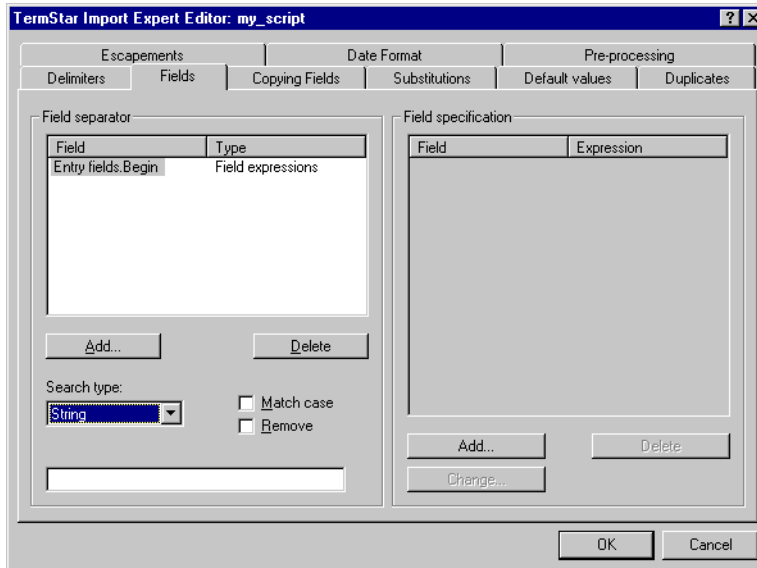


Fig. 7-41: **Fields** tab in the import script expert editor

Settings in the expert editor **Fields** tab can be made in the same way as the settings for the **Delimiters** tab in the expert editor (see Section 7.4.6 "Delimiters" on page 105).

Please note the following special aspects:

- If you add fields (same as step 1 on page 106), TermStar displays a list of fields and field groups (Fig. 7-42).

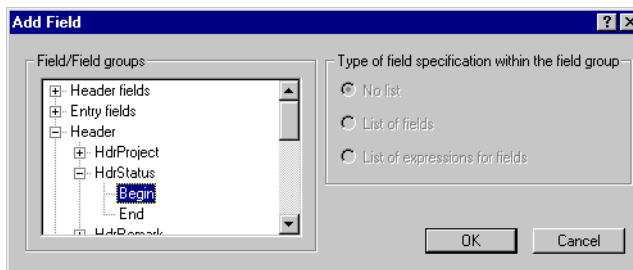


Fig. 7-42: **Add field** window

- Click on the plus sign beside the name of the field group to display the fields in a field group. TermStar displays the fields contained.
- Click on the plus sign beside the name of the field to specify the start and end of a field. TermStar displays `Begin` and `End` for the field.

- For certain fields, you can select how TermStar can identify the fields (same as step 2 on page 106):
 - **No list** – the fields cannot be identified on the basis of their sequence in the data record or by a unique expression.
 - **List of fields** – the fields are in a fixed sequence in the data record
 - **List of expressions for fields** – the fields can each be assigned by a unique expression.
- If you selected **List of fields** or **List of expressions for fields** and add fields in the *right-hand* section of the tab (same as steps 4 on page 107 and 5 on page 108), TermStar displays the **Field selection** window (Fig. 7-43).

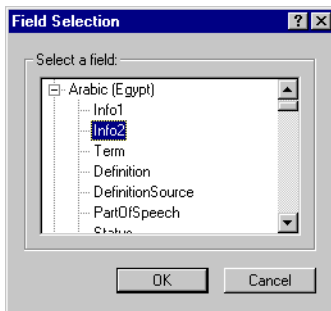


Fig. 7-43: **Field selection** window

TermStar displays a list with **Header**, **All languages** and all the languages available in TermStar. Click on the plus sign beside **Header**, **All languages** or the name of the language to display the fields in the header or in the languages. TermStar displays the fields contained.

7.4.8 Copying fields

You can use the **Copying fields** tab to specify whether and how TermStar copies field contents from fields in the import file to (other) fields in the header or the entry (Fig. 7-44).

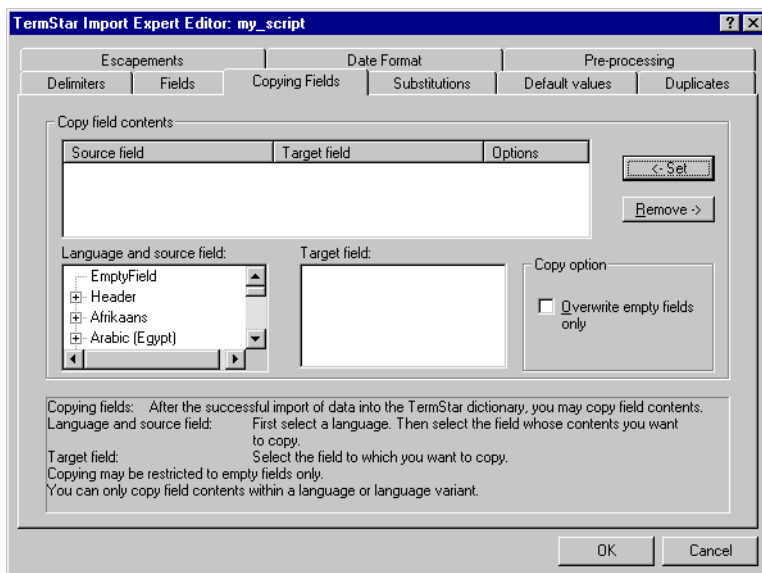


Fig. 7-44: **Copying fields** tab in the import script expert editor

TermStar displays the following in the table:

- **Source field** column – field the contents of which TermStar copies
- **Target field** column – field to which TermStar copies the contents
- **Options** column – options for the copy rule



How do I specify how TermStar copies field contents during the import?

- 1 Specify the field contents TermStar should copy.

Select the source field in the **Language and source field** section for this purpose.

In the **Language and source field** section, TermStar displays a list with `EmptyField`, `Header` and all the languages available in TermStar. Click on the plus sign beside `Header` or the name of the language to display the fields in the header or in a language. TermStar displays the fields contained.

- 2 Specify to which field TermStar should copy the contents.

Select the target field you require from the **Target field** list.

TermStar displays all the header or entry fields available in TermStar for each source field (header or entry field) selected.

- 3 Specify when TermStar should copy:
 - Select **Overwrite empty fields only** if TermStar should copy the contents only if the target field is empty.
In the **Options** column, TermStar displays `Only if empty` for this copy rule.
 - If you deselect the **Overwrite empty fields only** option, TermStar always copies the contents to the target field and overwrites any contents that may already be present.
- 4 Click **Set** to confirm your settings for this copy rule.
TermStar displays the copy rule in the table.
If you wish to delete a copy rule, select the rule from the table and click **Remove**.

7.4.9 Substitutions

You can use the **Substitutions** tab to specify how TermStar searches for and replaces field contents in the dictionary *after* the import (corresponds to automatic data manipulation; Fig. 7-45).

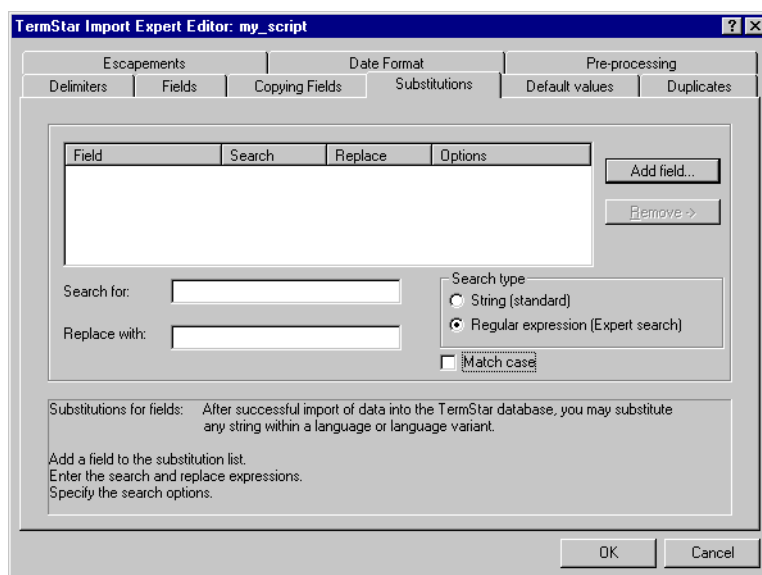


Fig. 7-45: **Substitutions** tab in the import script expert editor

The **Substitutions** tab in the expert editor corresponds to the **Substitutions** tab in the additional options of the wizard (see Section 7.3.2 "Substitutions" on page 91).

7.4.10 Default values

You can use the **Default values** tab to specify if and how TermStar should enter field contents automatically during the import (Fig. 7-46).

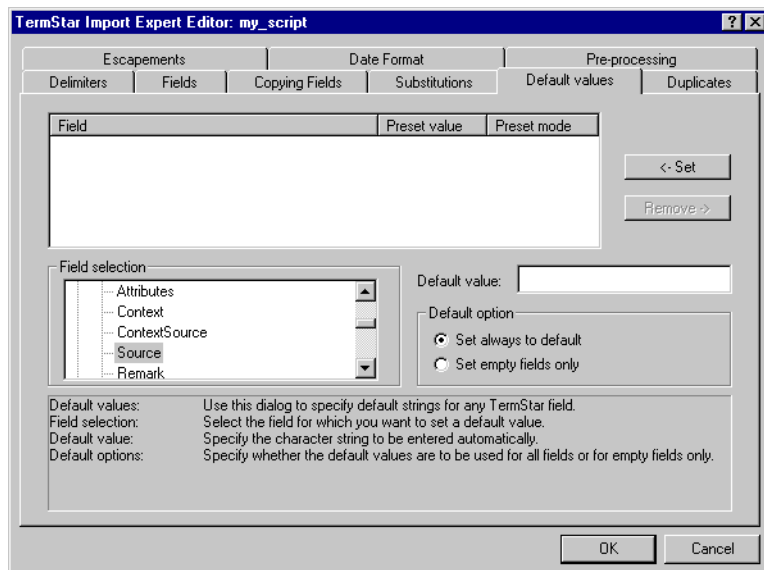


Fig. 7-46: **Default values** tab in the import script expert editor

The **Default values** tab in the expert editor corresponds to the **Default values** tab in the additional options of the wizard (see Section 7.3.3 "Default values" on page 93).

7.4.11 Duplicates

You can use the **Duplicates** tab to specify how TermStar handles fields which are contained twice in *one* data record in the import file (Fig. 7-47).

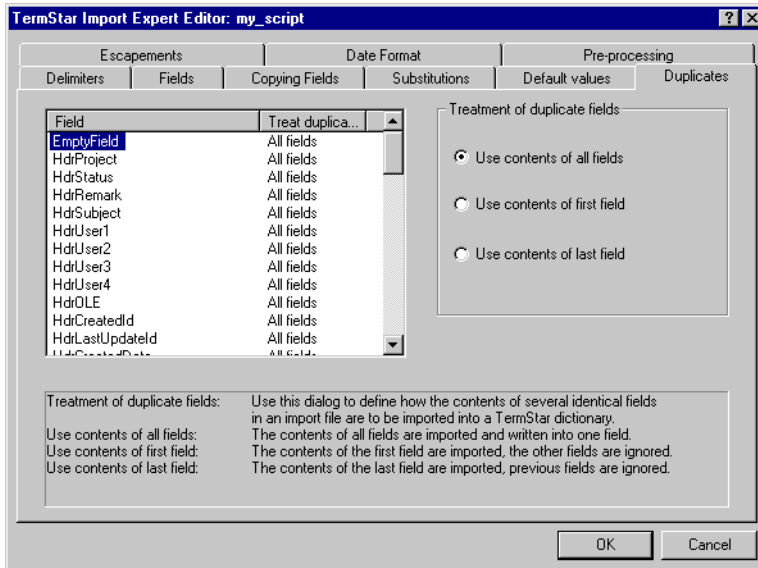


Fig. 7-47: **Duplicates** tab in the **Additional options** window

The **Duplicates** tab in the expert editor corresponds to the **Duplicates** tab in the additional options of the wizard (see Section 7.3.4 "Duplicate fields" on page 95).

Duplicate fields can only occur in import formats containing tags

Duplicate fields cannot occur if the fields are defined by position or separators.



8 Examples of exporting/importing several file formats

This section contains examples of exporting and importing several file formats:

- Creating a `csv` file from the contents of a dictionary – 8.1 on page 117
- Importing a Word document with terminology – 8.2 on page 122
- Importing an Excel table with terminology – 8.3 on page 124
- Importing an Excel table with terminology based on different code pages – 8.4 on page 127
- Importing a terminology text file with tags – 8.5 on page 129

8.1 Creating a `csv` file from the contents of a dictionary

8.1.1 Overview

`csv` file

A "`csv file`" (character separated values) is a text file which contains values from tables. A specified delimiter separates the individual values from one another. `csv` files are used to exchange data between Excel and other applications (e.g. TermStar), for example.



You want to generate a `csv` file from the contents of a dictionary. The file should consist of a table with the source-language and target-language terms. To do this, carry out the following steps:

- Creating a layout for Excel in the layout editor (see Section 8.1.2 on page 118)
- Saving a dictionary in TermStar in a user-defined format (see Section 8.1.3 on page 119)
- Opening a text file in Excel (see Section 8.1.4 on page 119)
- Saving a table in Excel as a `csv` file (see Section 8.1.5 on page 122)

8.1.2 Creating a layout for Excel in the layout editor

The data records must have the following structure so that you can open the text file in Excel as a table:

```
<source-language term>;<target-language term>
```

Example:

Moon;Mond

You can use the layout editor to create a layout which displays the `Term` field of the source language and the `Term` field of the target language. Both fields must be separated by a semicolon.

You can do this by specifying the semicolon as **Text after** for the source-language term – or as **Text before** for the target-language term (Fig. 8-1).

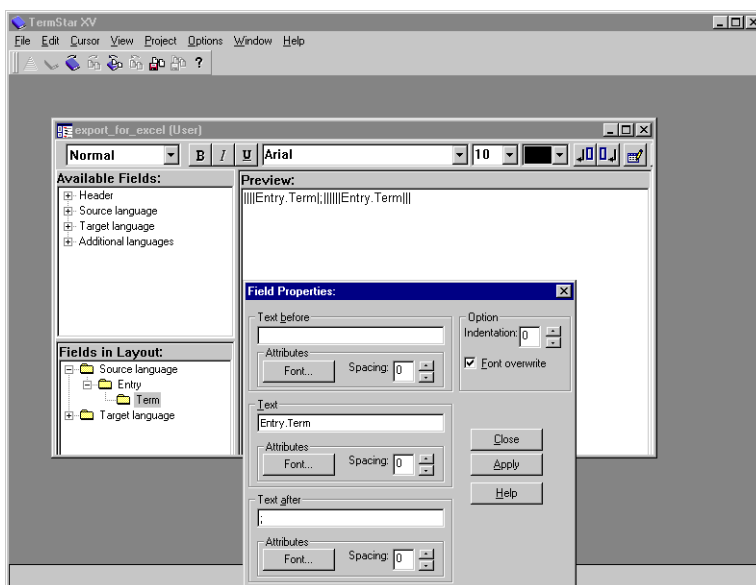


Fig. 8-1: **Field Properties** window with semicolon as **Text after** for the term field

Please refer to the Reference Guide for more detailed information on TermStar's layout editor.

If you use this layout as the standard layout, TermStar displays the dictionary with the following structure (Fig. 8-2):

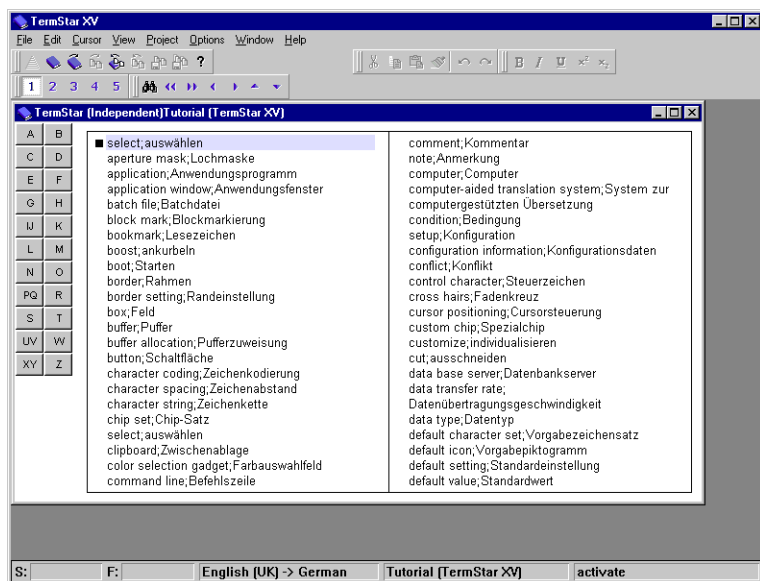


Fig. 8-2: Dictionary with layout for csv files

The entries have the necessary structure:

<source-language term>;<target-language term>

8.1.3 Saving a dictionary in TermStar in a user-defined format

Now you can save the dictionary in a user-defined format. Please ensure that TermStar uses the layout created in Section 8.1.2 on page 118.

Please refer to Section 4 "Saving dictionary contents as user-defined" on page 21 for more detailed information on how to save a dictionary as a user-defined text file.

8.1.4 Opening a text file in Excel

You can now use Excel to open the text file saved in Section 8.1.3 on page 119.

How do I open the text file in Excel?

- 1 Start Excel
- 2 Select the **File | Open** menu.
- 3 Select the exported text file.



Select **All Files** from the **Files of type** list so that Excel displays all files. Confirm your choice by clicking **Open**.

Excel displays the **Text Import Wizard – Step 1 of 3** window (Fig. 8-3).

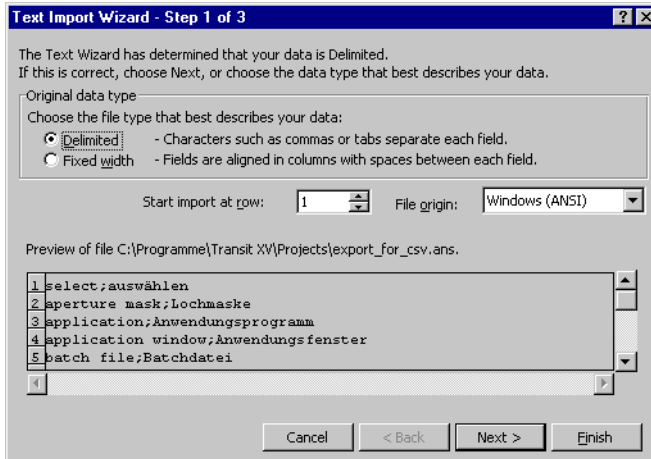


Fig. 8-3: Excel window **Text Import Wizard – Step 1 of 3**

- 4 In the **Original data type** section, select the **Delimited** option and click **Next**.
Excel displays the **Text Import Wizard – Step 2 of 3** window (Fig. 8-4)

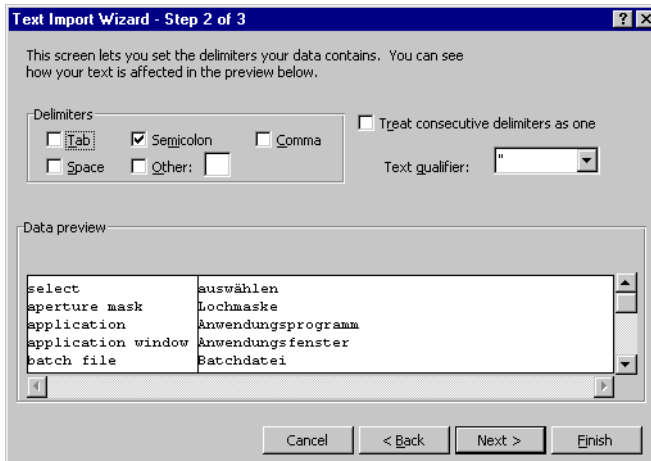


Fig. 8-4: Excel window **Text Import Wizard – Step 2 of 3**

- 5 In the **Delimiters** section, select the **Semicolon** option and click **Next**.

Excel displays the **Text Import Wizard – Step 3 of 3** window (Fig. 8-5)

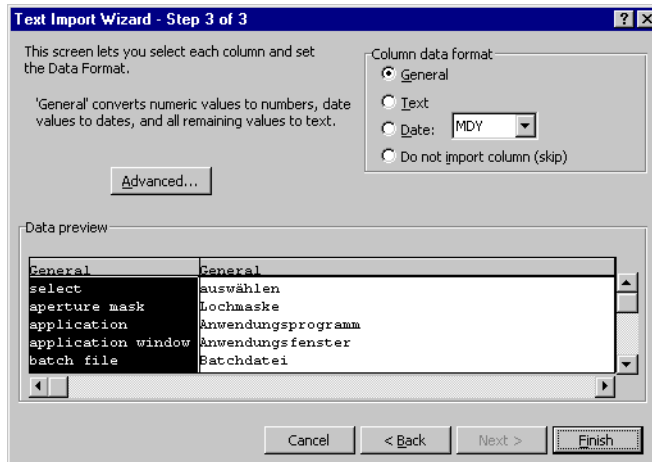


Fig. 8-5: Excel window **Text Import Wizard – Step 3 of 3**

- In the **Column data format** section, select the **General** option and click **Finish**. Excel displays the contents of the dictionary as a table with the source-language and target-language terms (Fig. 8-6).

Microsoft Excel - export_for_csv.xls

A	B	C	D	E	F	G
1 select	auswählen					
2 aperture mask	Lochmaske					
3 application	Anwendungsprogramm					
4 application window	Anwendungsfenster					
5 batch file	Batchdatei					
6 block mark	Blockmarkierung					
7 bookmark	Lesezeichen					
8 boost	ankurbeln					
9 boot	Starten					
10 border	Rahmen					
11 border setting	Randeinstellung					
12 box	Feld					
13 buffer	Puffer					
14 buffer allocation	Pufferzuweisung					
15 button	Schaltfläche					
16 character coding	Zeichenkodierung					
17 character spacing	Zeichenabstand					
18 character string	Zeichenkette					
19 chip set	Chip-Satz					
20 select	auswählen					
21 clipboard	Zwischenablage					
22 color selection gadget	Farbauswahlfeld					
23 command line	Befehlszeile					
24 comment	Kommentar					
25 note	Anmerkung					
26 computer	Computer					
27 computer-aided translation system	System zur computergestützten Übersetzung					

Ready NUM

Fig. 8-6: Excel table with terminology

8.1.5 Saving a table in Excel as a csv file

Once you have the data in the form of an Excel table (see Section 8.1.4 on page 119), all you have to do is save them as a `csv` file.



How do I save data in Excel as a csv file?

- 1 Select the **File | Save As** menu
- 2 From the **Save as type** list, select **CSV (comma delimited)**.
- 3 Specify the path and the file name for the `csv` file and click **Save**.

The source and target-language terms of your dictionary are now available as a `csv` file.

8.2 Importing a Word document with terminology

8.2.1 Overview

A Word document contains a terminology list. The list comprises source and target-language terms which are separated by tabs (Fig. 8-7).

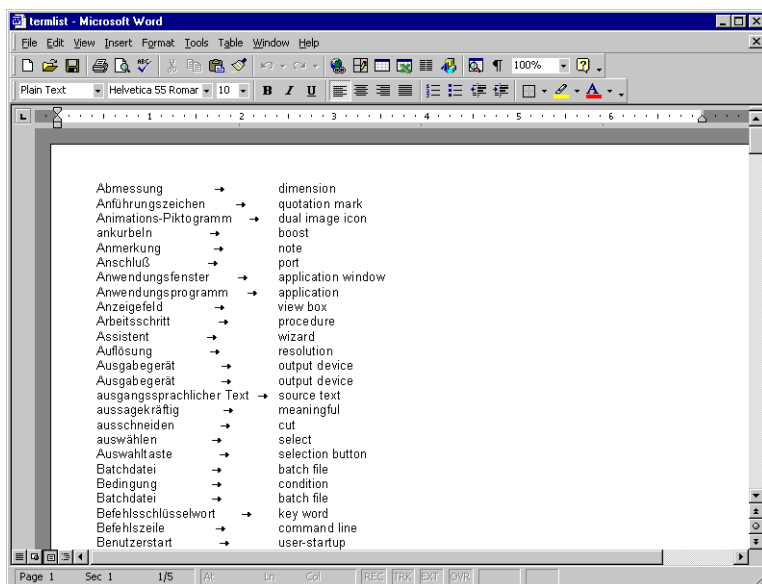


Fig. 8-7: Word document with terminology list

You want to import the list into a TermStar dictionary. To do this, carry out the following steps:

- Saving a document in Word as a text file (see Section 8.2.2 on page 123)
- Importing a text file into TermStar (see Section 8.2.3 on page 123)

8.2.2 Saving a document in Word as a text file

The list must be saved as text so that it can be imported into TermStar. You must save the list in Word as a text file.

How do I save a document in Word as a text file?

- 1 Open the document in Word.
- 2 Select **File | Save As**.
- 3 From the **Save as type** list, select **Text**.
- 4 Specify the path and the file name for the text file and click **Save**.



8.2.3 Importing a text file into TermStar

Once you have saved the list as a text file (see Section 8.2.2 on page 123), you can import it into TermStar as a user-defined format.

How do I import a text file into TermStar?

- 1 Select **Options | Database administrator | Wizard**.
- 2 Select **Import into dictionary** as the action to be carried out and click **Next**.
- 3 Select **Import from a file** as the import file type and click **Next**.
- 4 Click **Browse**, select the path and name of the text file, confirm your choice by clicking **Open** and click **Next**.
- 5 Select **User defined** as the source file format and click **Next**.
- 6 Click **New** to create a new import script.
- 7 Select **Table layout with unique field separation** as the import layout, select **<Tab>** from the **Field separation** list and click **Next**.
- 8 Select **One data record per line** as the data record separator and click **Next**.
- 9 Select **No** for the question on subgroups and click **Next**.
- 10 As the field separator within a data record, select **Fields are always separated by a unique separator**, select **<Tab>** as the **Unique separator** and click **Next**.
- 11 Specify the order of the fields as explained in step 4 on page 68 and click **Next**.
- 12 Check the summary and then click **Finish**.
- 13 Save the import script:



- Enter a name for the import script in the **File name** field.
- In the **Scope** list, select whether TermStar should save the script as global or as user-defined script.
- Click **Save**.

Check whether the import script you have just created is selected in the **Import script** window and click **Next**.

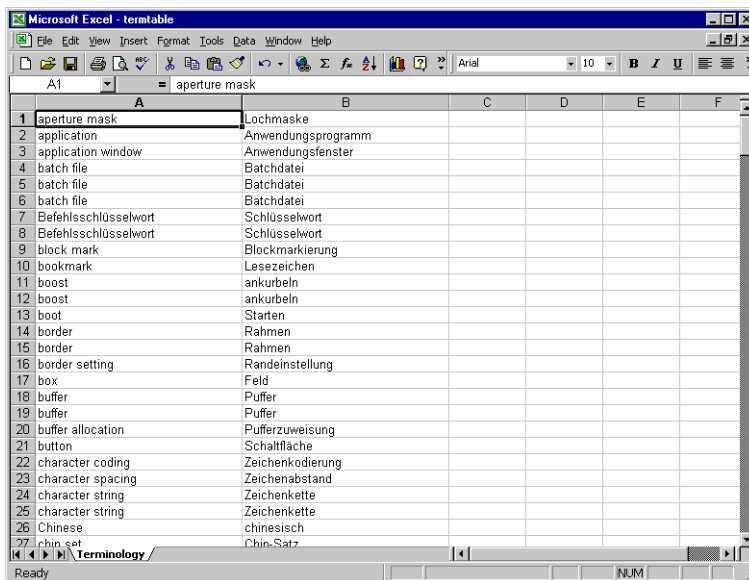
- 14 Select **ANSI** as the text encoding and click **Next**.
- 15 Select the target dictionary into which TermStar should import the data and click **Next**.
- 16 Select **Append all data records** for how the import data should be handled and click **Next**.
- 17 Check the summary and then click **Finish**.

TermStar imports the data from the text file into the dictionary selected.

8.3 Importing an Excel table with terminology

8.3.1 Overview

An Excel table is a terminology list. The source and target-language terms are in two columns (Fig. 8-8).



A	B	C	D	E	F
1 aperture mask	Lochmaske				
2 application	Anwendungsprogramm				
3 application window	Anwendungsfenster				
4 batch file	Batchdatei				
5 batch file	Batchdatei				
6 batch file	Batchdatei				
7 Befehlsschlüsselwort	Schlüsselwort				
8 Befehlsschlüsselwort	Schlüsselwort				
9 block mark	Blockmarkierung				
10 bookmark	Lesezeichen				
11 boost	ankurbeln				
12 boost	ankurbeln				
13 boot	Starten				
14 border	Rahmen				
15 border	Rahmen				
16 border setting	Randeinstellung				
17 box	Feld				
18 buffer	Puffer				
19 buffer	Puffer				
20 buffer allocation	Pufferzuweisung				
21 button	Schaltfläche				
22 character coding	Zeichenkodierung				
23 character spacing	Zeichenabstand				
24 character string	Zeichenkette				
25 character string	Zeichenkette				
26 Chinese	chinesisch				
27 chin.set	Chin.Satz				

Fig. 8-8: Excel table with terminology

You want to import the list into a TermStar dictionary. To do this, carry out the following steps:

- Saving a table in Excel as a csv file (see Section 8.3.2 on page 125)
Please refer to Section 8.1.1 "Overview" on page 117 for more detailed information on csv files.
- Importing a csv file into TermStar (see Section 8.3.3 on page 125)

Only for languages based on same code page

This example only applies if all languages in the Excel sheet use the same code page. If this is not the case, please refer to Section 8.3 on page 124.



8.3.2 Saving a table in Excel as a csv file

The table must be saved as a csv file so that it can be imported into TermStar. You must save the table in Excel as a csv file.

How do I save a table in Excel as a csv file?

- 1 Open the table in Excel.
- 2 Select the **File | Save As** menu.
- 3 From the **Save as type** list, select CSV (comma delimited).
- 4 Specify the path and the file name for the csv file and click **Save**.



8.3.3 Importing a csv file into TermStar

Once you have saved the table as a csv file (see Section 8.3.2 on page 125), you can import it into TermStar as a user-defined format.

How do I import a csv file into TermStar?

- 1 Select **Options | Database administrator | Wizard**.
- 2 Select **Import into dictionary** as the action to be carried out and click **Next**.
- 3 Select **Import from a file** as the import file type and click **Next**.
- 4 Click **Browse**, select the path and name of the csv file, confirm your choice by clicking **Open** and click **Next**.
- 5 Select **User defined** as the source file format and click **Next**.
- 6 Click **New** to create a new import script.
- 7 Select **Table layout with unique field separation** as the import layout, select ; from the **Unique separator** list and click **Next**.

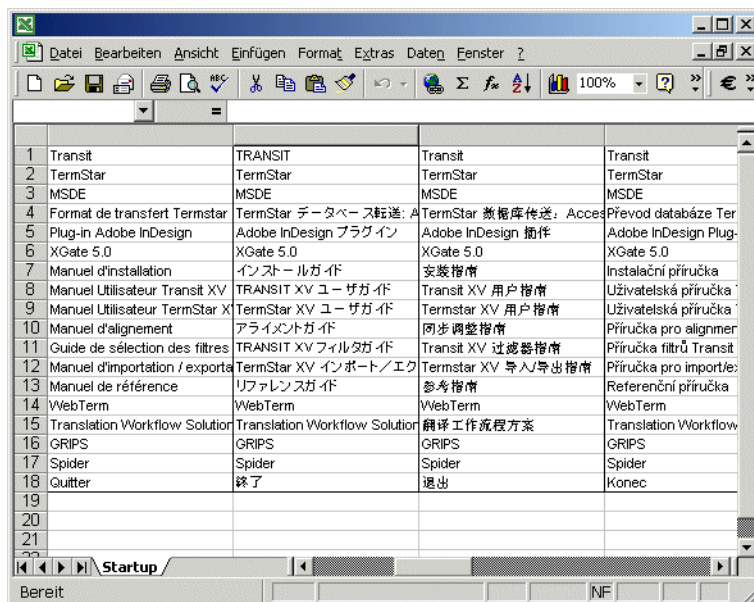


- 8 We assume that the semicolon is not part of the field contents. For the treatment of special characters, you should therefore select **The column delimiter never appears as a character within data fields** and click on **Next**.
 - 9 Specify the order of the fields as explained in step 4 on page 68.
In our example:
German.Term
English.Term
Then click **Next**.
 - 10 Specify the format in which date specifications occur in the import file and click on **Next**.
 - 11 Check the summary and then click **Finish**.
 - 12 Save the import script:
 - Enter a name for the import script In the **File name** field.
 - In the **Scope** list, select whether TermStar should save the script as global or as user-defined script.
 - Click **Save**.
 Check whether the import script you have just created is selected in the **Import script** window and click **Next**.
 - 13 Select **ANSI** as the text encoding and click **Next**.
 - 14 Select the target dictionary into which TermStar should import the data and click **Next**.
 - 15 Select **Append all data records** for how the import data should be handled and click **Next**.
 - 16 Check the summary and then click **Finish**.
- TermStar imports the data in the csv file into the dictionary selected.

8.4 Importing an Excel table with terminology based on different code pages

8.4.1 Overview

The sample Excel table is a terminology list containing languages that use different code pages. The terms in French, Japanese, Chinese and Czech, are in four columns (Fig. 8-9).



1	Transit	TRANSIT	Transit	Transit
2	TermStar	TermStar	TermStar	TermStar
3	MSDE	MSDE	MSDE	MSDE
4	Format de transfert Termstar	TermStar データベース転送: Access	TermStar 数据库传送: Access	Převod databáze Ter
5	Plug-in Adobe InDesign	Adobe InDesign プラグイン	Adobe InDesign 操作	Adobe InDesign Plug-
6	XGate 5.0	XGate 5.0	XGate 5.0	XGate 5.0
7	Manuel d'installation	インストールガイド	安装指南	Instalační příručka
8	Manuel Utilisateur Transit XV	TRANSIT XV ユーザガイド	Transit XV 用户指南	Uživatelská příručka
9	Manuel Utilisateur TermStar XV	TermStar XV ユーザガイド	Termstar XV 用户指南	Uživatelská příručka
10	Manuel d'alignement	アライメントガイド	同步调整指南	Příručka pro alignmer
11	Guide de sélection des filtres	TRANSIT XV フィルタガイド	Transit XV 过滤器指南	Příručka filtrů Transit
12	Manuel d'importation / exportation	TermStar XV インポート/エクスポート	Termstar XV 导入/导出指南	Příručka pro import/e
13	Manuel de référence	リファレンスガイド	参考指南	Referenční příručka
14	WebTerm	WebTerm	WebTerm	WebTerm
15	Translation Workflow Solution	Translation Workflow Solution	翻译工作流程方案	Translation Workflow
16	GRIPS	GRIPS	GRIPS	GRIPS
17	Spider	Spider	Spider	Spider
18	Quitter	終了	退出	Konec
19				
20				
21				

Fig. 8-9: Excel table with multilingual terminology based on different code pages

You want to import the list into a TermStar dictionary. To do this, carry out the following steps:

- Saving the table as unicode file in Excel (see Section 8.4.2 on page 128)
- Importing a unicode file into TermStar (see Section 8.4.3 on page 128)

Requires Excel 2000 or higher

You will need Excel version 2000 or higher to reproduce this example, as only these versions are able to save unicode texts. If you do not have one of these Excel versions available, you may refer to the example in Section 8.3 on page 124, provided that all languages in your table are using the same code page.



8.4.2 Saving the table as unicode file in Excel

The table must be saved as a unicode file so that it can be imported into TermStar. To do so, you must save the table in Excel as a unicode file.



How do I save a table as a unicode file in Excel?

- 1 Open the table in Excel.
- 2 Select the **File | Save As** menu.
- 3 From the **Save as type** list, select `Unicode Text`.
- 4 Specify the path and the file name for the unicode file and click **Save**.

Excel saves the table as a unicode text file, using the tab as the column delimiter. Fields that contain "special characters" (such as quotation marks or semicolon) are delimited by quotation marks.

8.4.3 Importing a unicode file into TermStar

Once you have saved the table as unicode file (see Section 8.4.2 on page 128), you can import it into TermStar as a user-defined format.



How do I import a unicode file into TermStar?

- 1 Select **Options | Database administrator | Wizard**.
- 2 Select **Import into dictionary** as required action and click **Next**.
- 3 Select **Import from a file** as the import file type and click **Next**.
- 4 Click **Browse**, select the path and name of the text file, confirm your choice by clicking **Open** and click **Next**.
- 5 Select **User defined** as the source file format and click **Next**.
- 6 Click **New** to create a new import script.
- 7 Select **Table layout with unique field separation** as the import layout, select `<Tab>` from the **Field separation** list and click **Next**.
- 8 During the unicode import, Excel inserts additional quotation marks to mark fields that contain special characters. Therefore, for the treatment of special characters select **Fields, whose text contains the column delimiter character, are delimited (pre- and suffixed) by the following character**, then select `"` from the **Delimiter character** list and click **Next**.
- 9 Specify the order of the fields as explained in step 4 on page 68.

In our example:

French.Term

Japanese.Term

Chinese (PR China).Term

Czech.Term

Then click **Next**.

- 10 Specify the format in which date specifications occur in the import file and click **Next**.
- 11 Check the summary and then click **Finish**.
- 12 Save the import script:
 - Enter a name for the import script In the **File name** field.
 - In the **Scope** list, select whether TermStar should save the script as global or as user-defined script.
 - Click **Save**.

Check whether the import script you have just created is selected in the **Import script** window and click **Next**.
- 13 Select **Unicode** as the text encoding and click **Next**.
- 14 Select the target dictionary into which TermStar should import the data and click **Next**.
- 15 Select **Append all data records** for how the import data should be handled and click **Next**.
- 16 Check the summary and then click **Finish**.

TermStar imports the data of the unicode file into the selected dictionary.

8.5 Importing a terminology text file with tags

8.5.1 Overview

If you want to import terminology created in other translation memory systems into TermStar, you can export the terminology from the other system as a text file with tags. The tags in this text file represent the language and the dictionary fields, which enables TermStar to assign the field content to the corresponding languages and field types.

You want to import terminology from another translation memory system into a TermStar dictionary. To do this, carry out the following steps:

- Saving the terminology as text file with tags in the other translation memory system

For further information on how to do this, please refer to the other system's documentation.

The structure of the text file we will use in our example is described in Section 8.5.2 on page 130.
- Importing a text file with tags into TermStar (see Section 8.5.3 on page 131)



Other possibility: Data exchange via MARTIF

As an alternative to the exchange method described in this Section, you may also use the MARTIF format for exchanging terminology. Please refer to Section 5.4 "Importing dictionaries in TermStar or MARTIF format" on page 37 for more detailed information on this topic.

An important precondition for this kind of data exchange, however, is that the MARTIF support of the other translation memory system is of sufficient quality.

8.5.2 Structure of text files with tags

Please note that other translation memory systems allow arbitrary definition of languages and field names. The result are varying tag names that classify the different field contents. If you want to use this example as reference for your own text file import, please make sure you use the tag names from *your* import file in Section 8.5.3 "Importing a text file with tags into TermStar" (steps 11 to 12).

In our example, we want to import a text file with the following structure (Table 8-1):

	Character/Tag	Meaning
	* *	Separator between data records
Header fields	<C-Date>	<ul style="list-style-type: none"> ■ Last data record change ■ Also indicates beginning of header section
	<Theme>	Subject of the data record content
Entry fields	<Dt>	<ul style="list-style-type: none"> ■ Term ■ Also indicates beginning of German entry
	<UK>	<ul style="list-style-type: none"> ■ Term ■ Also indicates beginning of English entry
	<Fra>	<ul style="list-style-type: none"> ■ Term ■ Also indicates beginning of French entry
	<Def>	Definition of the entry term
	<Q-Def>	Source of the definition in the entry

Tab. 8-1: Structure of the sample text file

One section of the text file looks as followings:

```

**
<C-Date>29.05.2002-16:30:00
<Theme>Ornithology
<Dt>Rabe
<Def>Großer schwarzer Vogel
<Q-Def>Brehms Tierleben
<UK>raven
<Def>Big black bird
<Q-Def>The birding compendium
<Fra>corbeau
<Def>Grand oiseau noir
<Q-Def>Dictionaire de la nature
**
<C-Date>29.05.2002-16:30:01
<Theme>Astronomy
<Dt>Mond
<Def>Erdtrabant
<Q-Def>Ziolkowsky
etc.

```

8.5.3 Importing a text file with tags into TermStar

Once you have saved the terminology as text file with tags in the other translation memory system, you can import the file into TermStar as a user-defined format.

How do I import a text file with tags into TermStar?

- 1 Select **Options | Database administrator | Wizard**.
- 2 Select **Import into dictionary** as the action to be carried out and click **Next**.
- 3 Select **Import from a file** as the import file type and click **Next**.
- 4 Click **Browse**, select the path and name of the text file, confirm your choice by clicking **Open** and click **Next**.
- 5 Select **User defined** as the source file format and click **Next**.
- 6 Click **New** to create a new import script.
- 7 Select **Information is always separated by tags (defined strings)** as layout of the import file and click **Next**.
- 8 Select **Data records always are separated by unique separator lines** as option for the data record delimiter.
 - In our example, data records are separated by a line containing ****** only.
 - In the **Separator line** field, enter ******.
 Then click **Next**.
- 9 Define the start and end character of the tags:
 - As **Tag start definition**, enter the following character: **<**
 - As **Tag end definition**, enter the following character: **>**



Then click **Next**.

- 10 As tag structure select **A tag defines either a language or a field (single-level tags)** and click **Next**.

- 11 Specify which tags define the header or languages in the import file. To do so, use the tag names in *your* text file.

The tag names used in this Section refer to our sample text file and are not the same as the names in your file (see Section 8.5.2 "Structure of text files with tags" on page 130).

- In our sample file, the start of the header section is marked by the `<C-Date>` tag.

From the **Language** list, select the entry `Header`, enter the `<C-Date>` tag in the **Tag** field and click **Select**.

- In our sample file, the start of a German entry is marked by the `<Dt>` tag.

From the **Language** list, select the entry `German`, enter the `<Dt>` tag in the **Tag** field and click **Select**.

Repeat these steps to assign all languages that appear in the text file to the corresponding tags and then click **Next**.

- 12 Specify which tags in the text file define the dictionary fields. To do so, use the tag names in *your* text file.

The tag names used in this Section refer to our sample text file and are not the same as the names in your file (see Section 8.5.2 "Structure of text files with tags" on page 130).

- In our sample file, the beginning of the header field containing the data of the last change is marked by the `<C-Date>` tag.

In the **Field** list, open the main entry `Header`, select the subentry `HdrLastUpdateDate`, enter the `<C-Date>` tag in the **Tag** field and click **Select**.

- In our sample file, the beginning of the header field containing the subject is marked by the `<Theme>` tag.

From the **Field** list, select the subentry `HdrSubject`, enter the `<Theme>` tag in the **Tag** field and click **Select**.

Repeat these steps to assign all header fields that appear in the text file to the corresponding tags.

- In our sample file, the beginning of an entry's term field is marked by the `<Dt>`, `<UK>` or `<Fra>` tag.

In the **Field** list, open the main entry `All languages`, select the subentry `Term`, enter the `<Dt>` tag in the **Tag** field and click **Select**.

Repeat these steps to assign all other tags that mark the beginning of a term field (in our example, this would be `<UK>` and `<Fra>` tags).

- In our sample file, the beginning of an entry's definition field is marked by the `<Def>` tag.

From the **Field** list, select the subentry `Definition`, enter the `<Def>` tag in the **Tag** field and click **Select**.

Repeat these steps to assign all entry fields that appear in the text file to the corresponding tags.

Then click **Next**.

- 13 Define the data format used in the import file:

Select the corresponding format from the list or enter it in the field.

- Our sample text file contains the 25th May 2002 and the time in the following format:

`29.05.2002-16:30:00`

To define this format, select `DD.MM.YYYY-HH:mm:ss` from the list.

Then click **Next**.

- 14 Check the summary and then click **Finish**.

- 15 Save the import script:

- Enter a name for the import script in the **File name** field.
- In the **Scope** list, select whether TermStar should save the script as global or as user-defined script.
- Click **Save**.

Check whether the import script you have just created is selected in the **Import script** window and click **Next**.

- 16 Select **ANSI** as the text encoding and click **Next**.

- 17 Select the target dictionary into which TermStar should import the data and click **Next**.

- 18 For the import data handling, select **Append all data records** and click **Next**.

- 19 Check the summary and then click **Finish**.

TermStar imports the data from the text file with tags into the selected dictionary.

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