

## Terminology

### CreateTermBase Export For Batch Upload

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## Overview

When performing a batch upload, one step in the process to verify new terms against the existing ones in production, is to extract the existing terms in the production TB and import them in a Local TB and validate locally all new entries.

This document covers the step-by-step procedure to perform the Production terms export.

## Pre-requisites

In order to perform these steps, you will need to have the following toolsets installed on your machine, as well as the below listed settings files:

1. MultiTerm toolsets:
  - SDL MultiTerm 2007: MultiTerm desktop toolset which needs to be downloaded from the SDL portal and installed on your machine. This toolset includes SDL MultiTerm Desktop and SDL MultiTerm Convert)

# Termbase (TB) Export Creation in SDL MultiTerm 2007

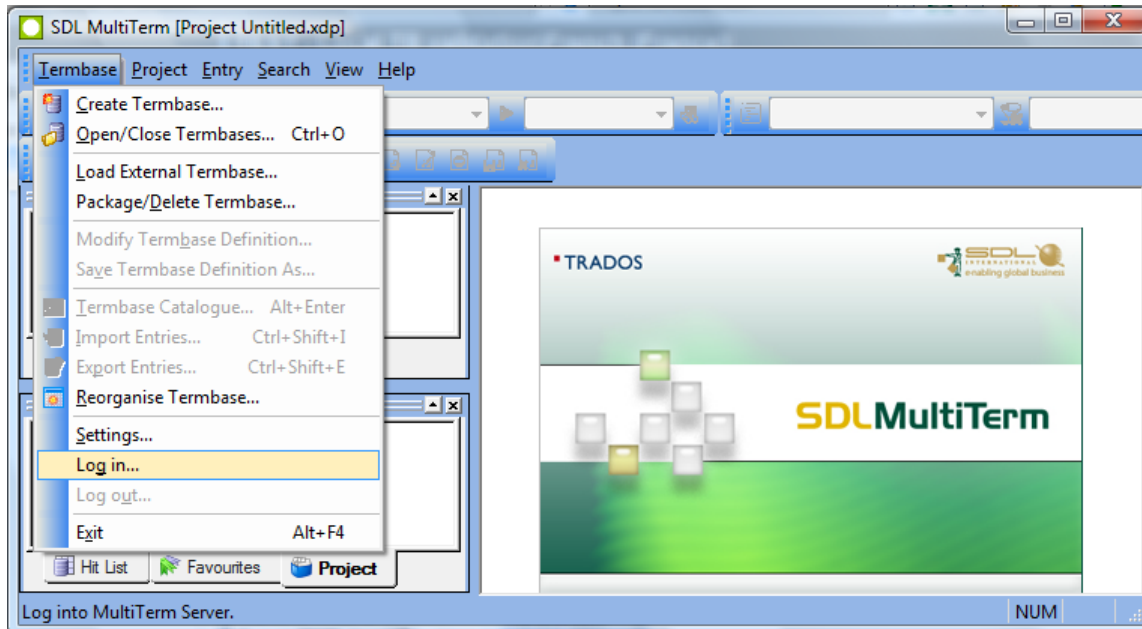
If you have been granted access to an existing Termbase (TB) on SDL MultiTerm server, you will be able to create an XML export of an existing TB and provide it to your suppliers in order for them to perform local termbase lookup when performing translation work.

This document highlights the step-by-step procedure to perform this task.

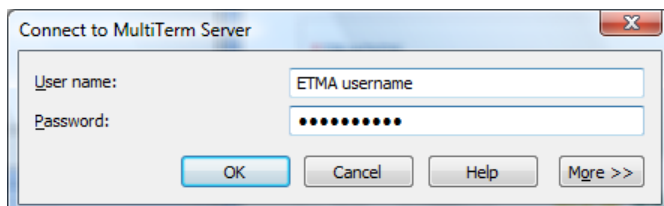
## Create an export of an existing Termbase (TB)

In order to create an export of an existing Termbase (TB) on MultiTerm server, you will need to have SDL MultiTerm 2007 installed on your machine:

1. Open SDL MultiTerm 2007, and select **Termbase > Log in...** to access the remote existing termbase you wish to create an export from.



2. Enter your *ETMA user name and password*, and click the **OK** button.

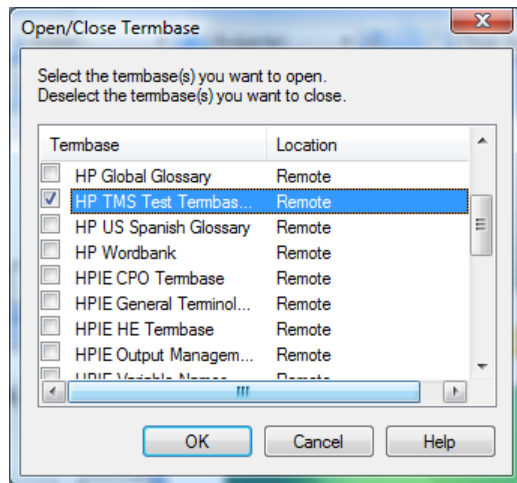


- User name: *use ETMA user name*
- Password: *use ETMA password*
- MultiTerm Server URL: *<http://hpetma-gvw1483.houston.hp.com/mtanywhere>*

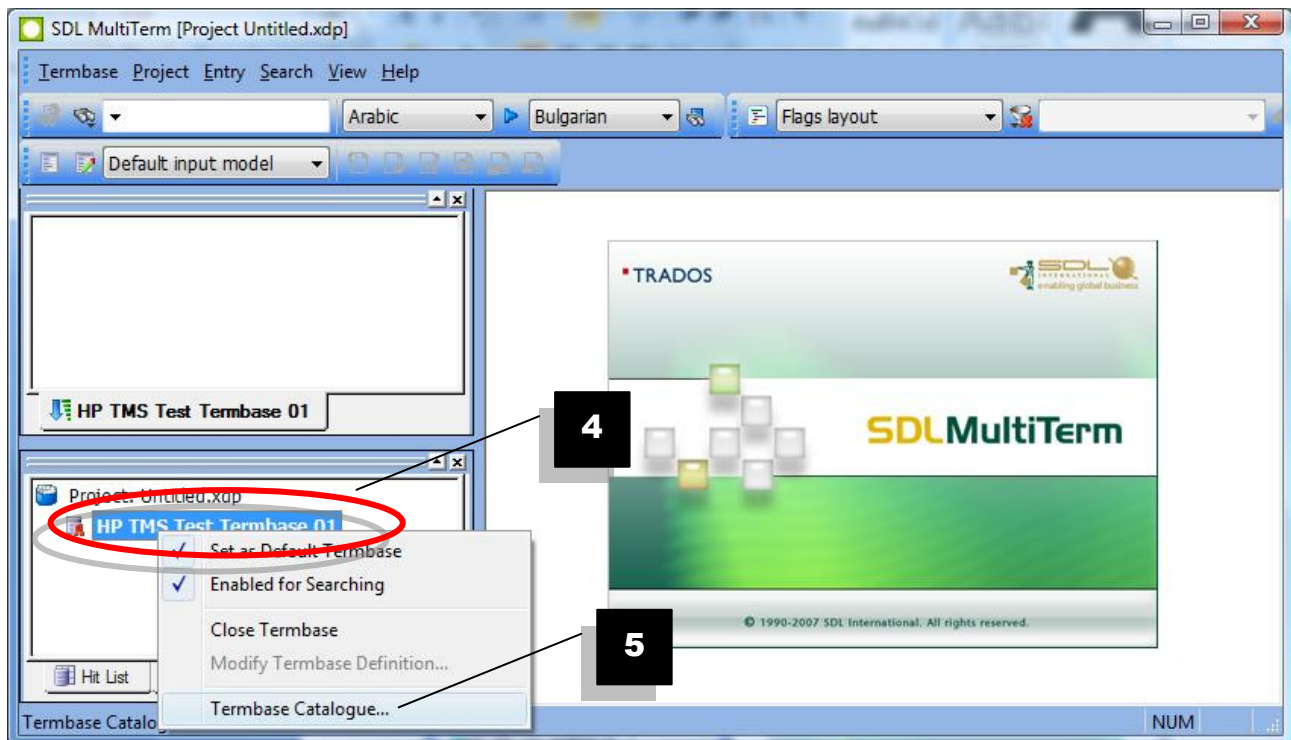


**NOTE:** You will need a BPIA (non-HP) or a Digital Badge (HP) to get access to this server. You will also need to ensure that you have been granted proper access rights on the termbase to perform the export.

3. In SDL MultiTerm 2007, select **Termbase > Open/Close Termbase...**, then select the Termbase you wish to create an export for, from the list provided in the **Open/Close Termbase** pop-up screen, and click **OK**.

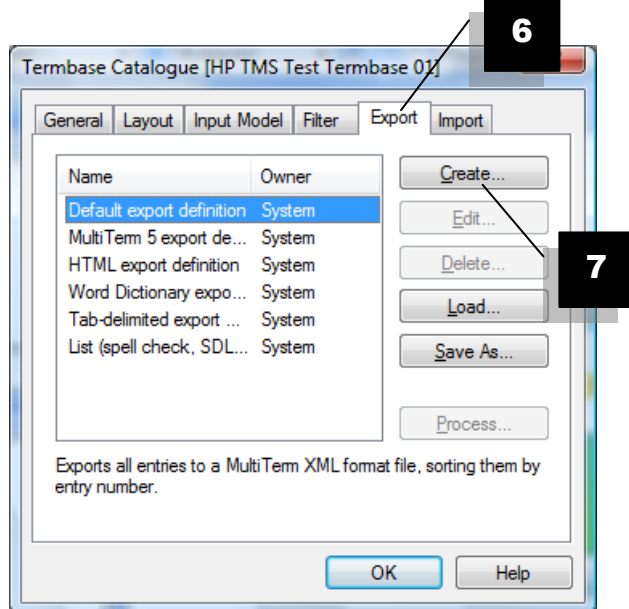


4. The selected Termbase is now available under your Project Tab.
5. Right click on this TB name and select **Termbase Catalogue...**



6. On the **Termbase Catalogue** pop-up, select the **Export** tab.

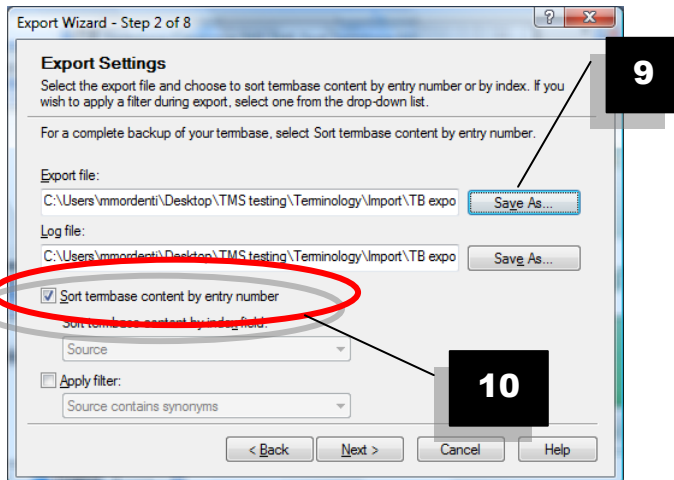
7. Select “Default export definition” and click the Create button.



8. Follow the **Export** wizard, enter a name for the export definition, and click **Next**.



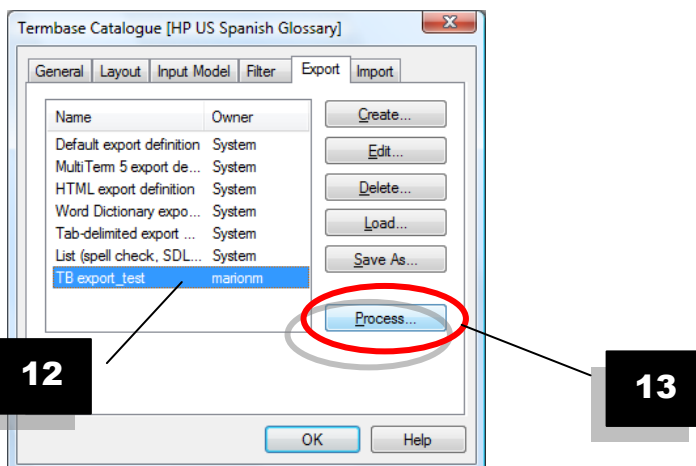
9. On the **Export Settings** pop-up, select on your disk the name for the XML file export as well as a location.
10. Ensure to select the option “Sort termbase content by entry number” checkbox, and click **Next**.



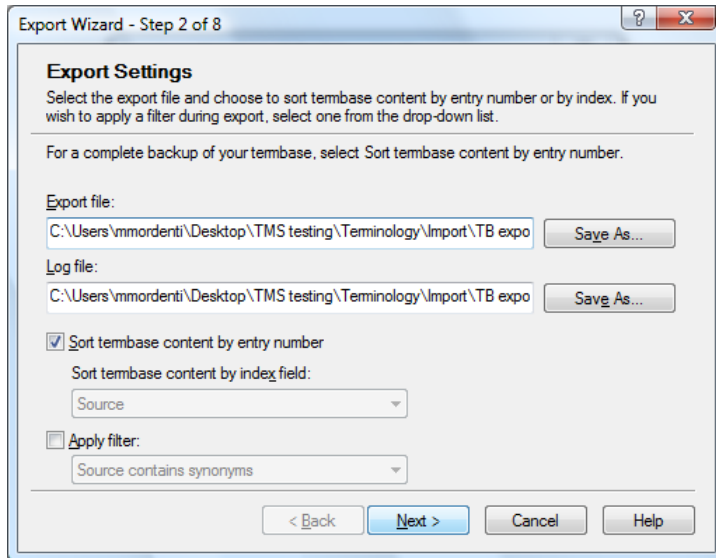
11. Select the **Complete export** radio button, and click **Next**.



12. Select the newly generated export in the list below.  
13. Click on the **Process** button.



14. Verify that all information is correctly pre-filled and click on Next.



15. Following the processing of the export, click the Finish button. The XML file export is now available on your disk, at the location you specified in the Export wizard.