HP Terminology Process

Overview and Best Practices

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Terminology Management

– Centralized terminology management tool and management processes

  – a standardized approach to managing the set of *specialized* HP terms, along with associated language equivalents and descriptive information

– Adherence to Terminology Management standards and industry best practices for termbase definition, term creation and management

– Concept-based, multilingual and hierarchical

Terminology Objectives

- Translation Memory (TM) is usually stored in clause or sentence segments. Termbase (TB) terms are stored as individual concepts. Integrating the two components, ensures that all HP terms are incorporated.

- The quality of the translation is therefore further enhanced when a TM is used with a TB.

Result: TB+TM = greater consistency in HP translations.

Termbase Creation

Term Selection - Guidelines

What is a HP term?

A <u>single concept</u> that applies to a set of similar products or objects

Specific word or word compound that has a <u>specialized meaning or use at HP</u>

Examples include:

- Words that are prominently featured on customer-facing materials
- HP product, program, and service names
- HP product-related terms (technical features, etc)
- HP Marketing terms
- Labels – navigational elements, user interfaces
- Terms that can be ambiguous
- Program/product specific terms that are not to be translated and/or forbidden
- Registered trademark, brands, and copyrighted words or phrases that have legal compliance requirements

Term Selection - Guidelines

What is <u>NOT</u> a HP term?

Commonly used or everyday terms (unless technical terms that can be confused with everyday terms)

Ex: Handle (door handle, system handle)

General Translation Memory strings/segments

Ex: 'units of discourse', e.g. "Purchase this software" - exceptions for Software Strings

Terms that include strange characters or symbols

*Ex: *%$ – exceptions for Software Strings*

Content too specific

Ex: URLs, product or model specific technical measurements (i.e. 20 ppm, 14-in TFT LCD, HP Elite Workstation 8760w)

Term Entry – Guidelines

How to enter a HP term?

Terms are entered in <u>lowercase</u>, unless capitalized in standard discourse.

<u>Ex</u>: *Proper Nouns, Product Names (i.e HP ENVY x2, HP Designjet)*

Terms are entered in <u>singular form</u>, unless in plural in standard discourse.

<u>Ex</u>: *'plastics'*

Terms are entered in full form, abbreviations and acronyms to be included in same entry and annotated as such.

Entry number: 5035
English
Account Service Manager
Form: Full Form
Part of Speech: Noun
Program/Project: CarePacks
Status: Approved
ASM
Form: Abbreviation
French
Responsable Service de Compte
Form: Full Form
Part of Speech: Noun
ASM
Form: Abbreviation

Multiple spelling and case variants to be avoided unless explicitly required.

Termbase Definition

The termbase definition determines what fields are available in the termbase and how they fit into the entry hierarchy. It is the most important element of termbase design.

ENTRY LEVEL

INDEX LEVEL

TERM LEVEL

INDEX LEVEL

TERM LEVEL

Entry number: 11606
Concept Definition: Cartridge that contains toner powder for laser printers.
Concept Notes: Do not confuse with "ink cartridge" and "print cartridge".
Category: HP Product Descriptor Terms
Product Group: Hardware Goods or Accessories

English

toner cartridge
Status: In Review
Part of Speech: Noun
Form: Full Form
Program/Project: CHAD 10, HP Product Descriptors

Bulgarian

касета с тонер
Status: Approved
Program/Project: CHAD 10

Termbase Management Process

Terminology Management Process

1. Your Program terms will be added to the HP Global Glossary (default HP termbase):

➔ For any new creation or update request, please follow the procedure documented under "Terminology Request Process" on the ETMA SharePoint.

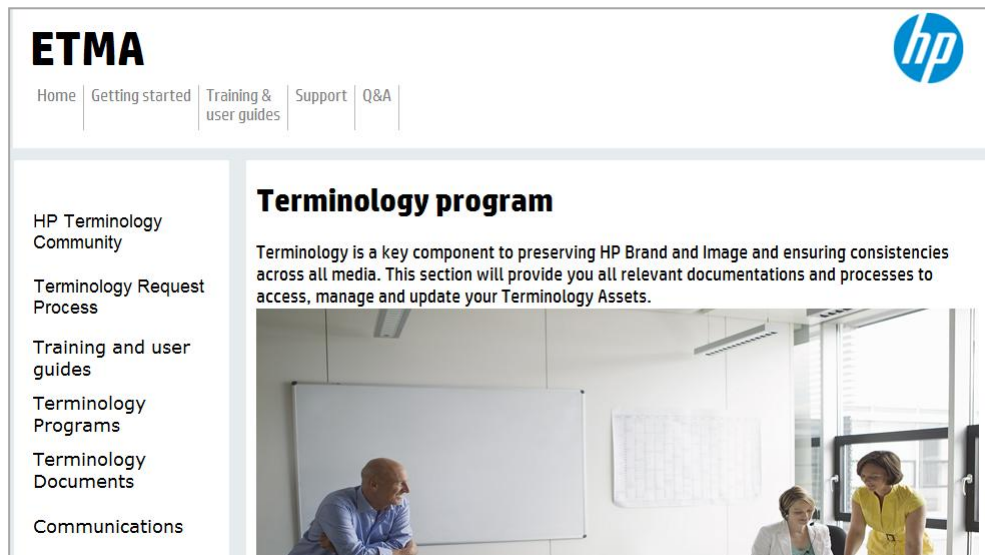2. Your Program Terms will be imported to a Program specific termbase:

➔ Based on your support contract, you will be able to choose between:

   - Having your team and/or vendor trained and granted access to the Terminology management toolset, for you to manage your Program Termbase.

   - Having the ETMA Terminology team manage your Program Termbase.

Terminology SharePoint

For additional question or information on HP Terminology Process, please consult our HP Terminology section SharePoint:

For additional question, please contact us at: terminology@hp.com