What is an HP term?

Do's and Don'ts for term mining and storing

Term Mining - Guidelines

What is a valid HP term?

A <u>single concept </u>that should be reused consistently across media

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 Mining - Guidelines

What is **NOT** an 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/submit a term in a termbase?

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.

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

Do's and Don'ts
when mining terms

Enter term in lowercase and singular form

Terms should be entered in lowercase unless always capitalize

Lowercase is correct, as this is a generic term	notebook PC	Connecting the notebook PC to a TV provides the ability to watch live TV programs.
Capitalization is correct, as this is a service name	HP Converged Infrastructure	HP Converged Infrastructure solutions have been designed to make the data center simpler, more flexible, more efficient and less expensive to operate.
Capitalization is *not* correct, as this is a generic term	Communication Service Provider	Communication Service Providers can leverage their end-to-end networks, customer base, front- and back-office assets by offering enterprise-class cloud and application services that are easy to procure and use.

Separate 'acronyms' and 'full forms'

For acronym make sure you enter the full form in a separate entry

'Full Form' and **'Acronym'** separated in same entry is correct

English

Application Lifecycle Management
Form: Full Form
Term Category: Product Category
Product Category: Software
Status: Approved by BU
Business Category: HP Software
Contextual Example: Application Lifecycle Management (ALM) software and solutions from HP provide the visibility and collaboration you need to master the modern application lifecycle and bring agility to your enterprise.
Term Notes: For more information: http://www8.hp.com/us/en/software-solutions/application-lifecycle-management.html

ALM
Form: Acronym
Status: Approved by BU

Full form and Acronym in parenthesis for the same term is **not** correct

English

Application Lifecycle Management (ALM)
Status: Approved by BU
Term Category: Product Category
Product Category: Software
Business Category: HP Software
Contextual Example: HP Application Lifecycle Management (ALM) on SaaS accelerates the move toward an integrated application lifecycle management process for the organization.

Remove formatting

Ensure no formatting is included in your term entry:

- No tab, extra space or bullets:

44	o	Front to Back:
278	* Event Name:	

- No numbers:

568	1 - The color sensor is positioned on top of an empty space.
578	1) Open window\n2) Remove carriage from the\nprinting area\n3) Lift lever\n4) Remove substrate\n5) Low
579	1.- Align it to the left edge (if the job was centered) 2.- Increase the job width, the number of copies per
580	1. Align right edge using \n the ruler on the curing\n module\n2. Lower blue lever
650	1-Remove the needle from\nthe printhead FI tower.
651	2 - Carriage Motor encoder is working well.

Clean-up and QA terms before import

Avoid duplicates

- Remove duplicates or similar UI strings with formatting differences

| 216 | open |
| 217 | open. |

200		Invoice & Payment Status
201	Duplicate	Invoice and Payment Status
202	Duplicate	Invoice & Payment Status

Include instructions/context in relevant location

- Remove information in brackets or parenthesis from term entry. Include this information as 'Contextual Information' and/or 'Term Notes' attributes.

| 41 | demonstration [meaning a tutorial] | デモ |

MultiTerm Import limitations

Character Length limitation

- MultiTerm entries can not exceed 256 characters. Any source or target segments exceeding this limit will NOT be imported to termbase.

Remove Symbols

- Symbol will not be recognized by MultiTerm and generate import issues.

2062	Carriage beam calibrating.\nPress ✖ to cancel
2063	Carriage beam calibrating.\nPress ✖ to cancel.
2064	Carriage beam height
2066	Carriage beam moving.\nPress ✖ to cancel.

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