

# 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**

<u>Ex</u>: '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

<u>Ex</u>: 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

**Capitalization** is correct, as this is a service name

Capitalization is **not** correct, as this is a generic term

notebook PC	Connecting the notebook PC to a TV provides the ability to watch live TV programs.
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.
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



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





# **Remove formatting**

#### **Ensure no formatting is included in your term entry:**

- No tab, extra space or bullets:



#### - 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 i
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

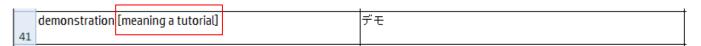
# **Avoid duplicates**

- Remove duplicates or similar UI strings with formatting differences



#### 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.





# 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

