

## Terminology

**Import XML import file  
to Local Termbase  
for Batch Upload**

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Version	Author	Description of Version	Date
0.1	Marion Mordenti	First version	MAR-2010

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## Overview

When performing a batch upload, one step in the process to verify new terms to be imported to production TB, is to create a Local TB and import there the new entries to validate these locally.

This document covers the step-by-step procedure to perform the import to the local TB of the XML file that you generated with the new content to be put in production.

## 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)

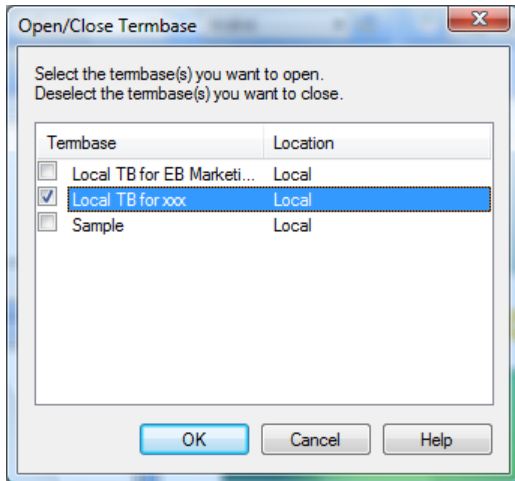
2. Required settings files:

- A XTD file: this file is to be used in SDL MultiTerm 2007 and consolidates the Termbase Definitions for your termbase.

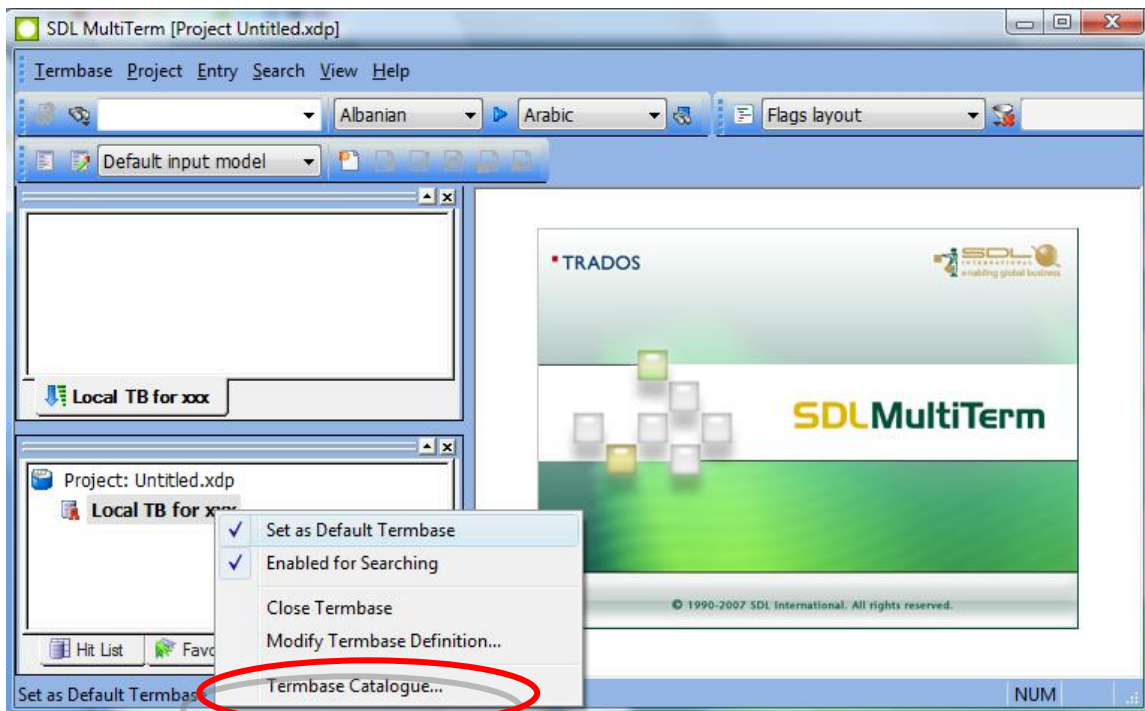
## Import generated XML import to Local TermBase

In order to import the generated XML file into the local TB that you created, you will need to:

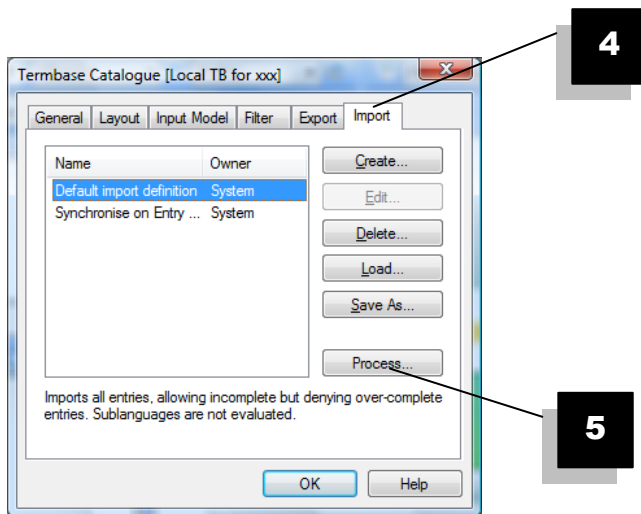
1. Open SDL MultiTerm 2007, and select **Termbase > Open/Close Termbases...**
2. Select the relevant TB you wish to import terms to, and click **OK**.



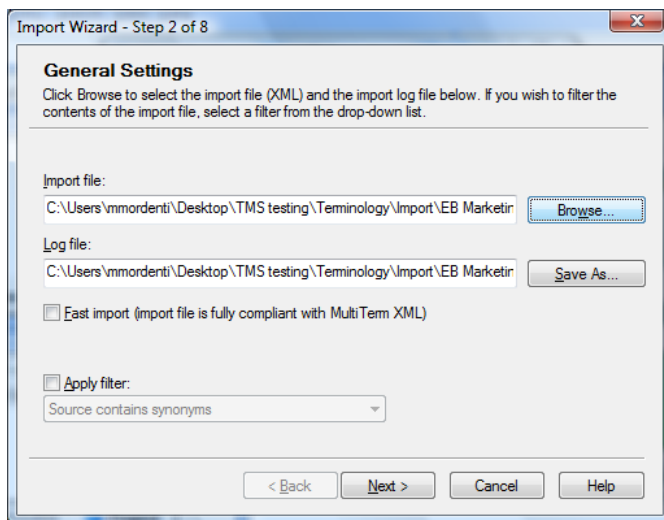
3. Under your **Project** tab in SDL MultiTerm 2007, right click on the TB, and select **Termbase Catalogue...**



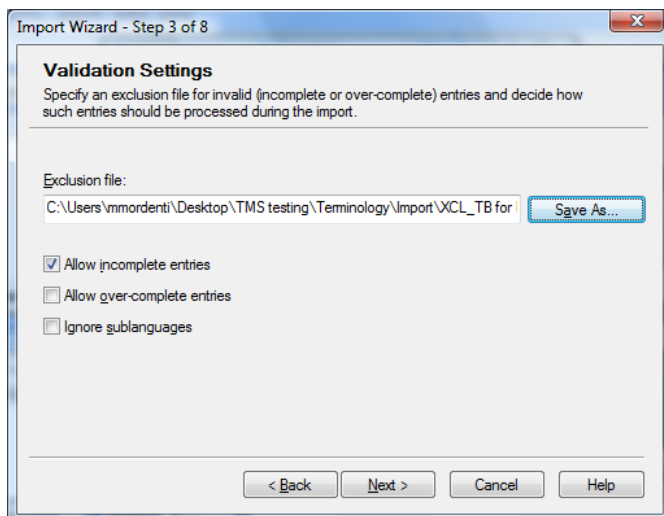
4. On the **Termbase Catalogue** pop-up, go to the **Import** tab.
5. Select **Default import definition** and click on the **Process** button.



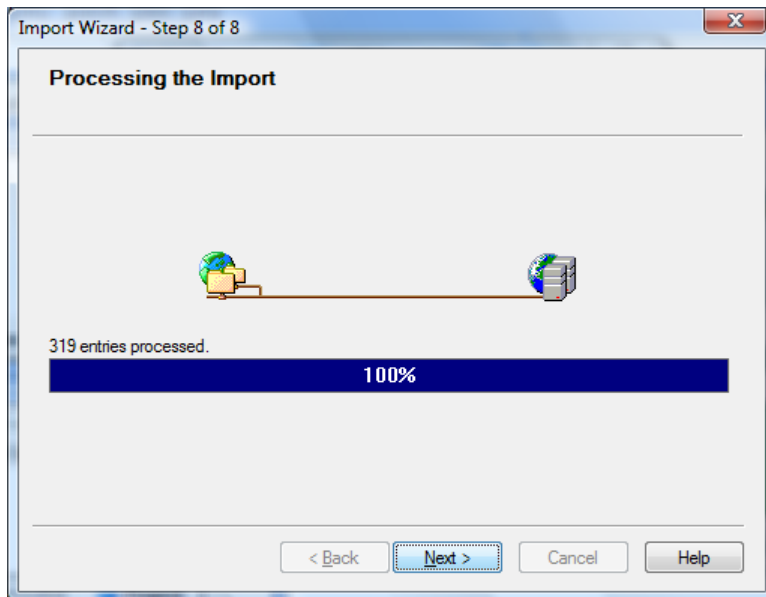
6. Browse your disk to locate the XML extract from the TB you wish to import and click **Next**.



7. Enter name for the **Exclusion file** and tick "Allow incomplete entries", click **Next**.



8. Wait for the import to process (time will depend on the number of entries) and click **Next**.



9. Click on Finish to close the Wizard, and on OK on the remaining pop-up window. Terms have been successfully imported and your local TB is ready for use.
10. You can then open your local TB and validate that all imported terms are now displaying correctly.