

Terminology

**Convert Excel Request
Form to XML
For Batch Upload**

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

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Overview

The conversion of your Excel Request Form to a XML file which will be used to upload the multiple entries into a Termbase (TB) in ETMA will be done using SDL MultiTerm Convert 2007.

This document will cover the step-by-step procedure for converting your Excel Request Form (.xls) in a XML file which will allow you to upload your multiple entries to a TB in ETMA.

Pre-requisites

To perform the conversion of your Excel Request Form to a XML file to be uploaded to a TB, you will need the following toolset and information:

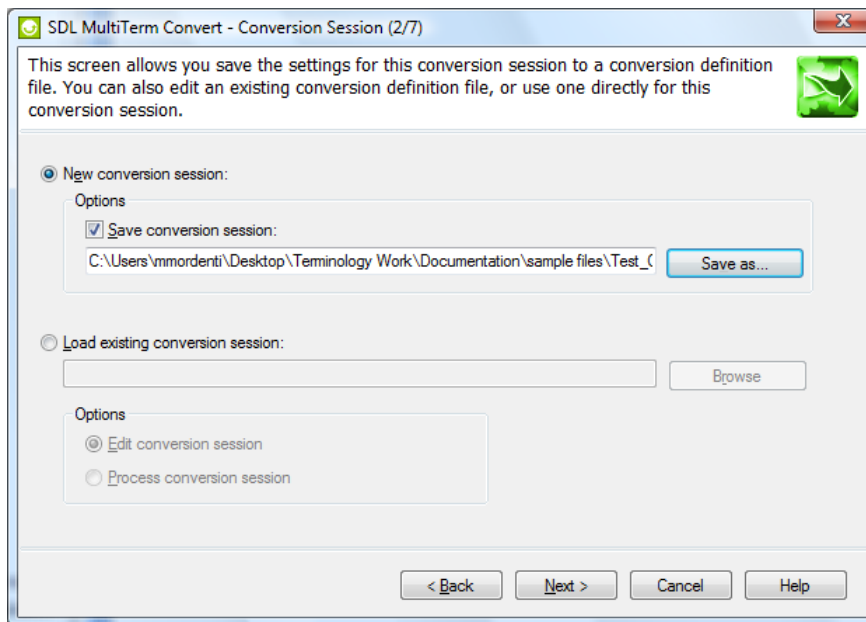
- SDL MultiTerm Convert 2007 installed on your machine (this toolset is part of the MultiTerm 2007 package)
- An XCD file in which your conversion settings have been defined.

Convert Excel Request Form to XML

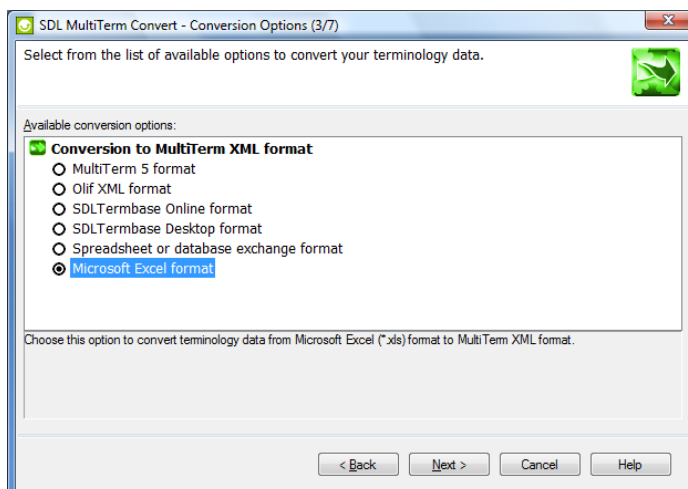
You will need to convert your generated Excel Request Form to XML to enable the batch upload of your entries in the select TB.

In order to convert the Excel spreadsheet to XML, you will need to use SDL MultiTerm 2007 Convert (part of the SDL MultiTerm 2007 toolset):

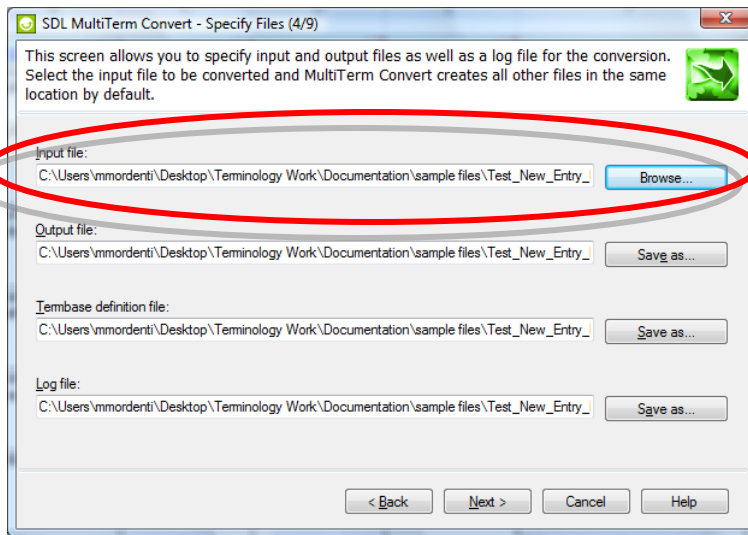
1. Open SDL MultiTerm 2007 Convert, and click **Next** on page 1/9 from wizard.
2. On page 2/9, select “New conversion session” radio button and select a location to save the settings of your session, or select “Load existing conversion session, if you have already been provided with a XCD file, and click **Next**.



3. On page 3/9, select “Microsoft Excel format” radio button, and click **Next**.

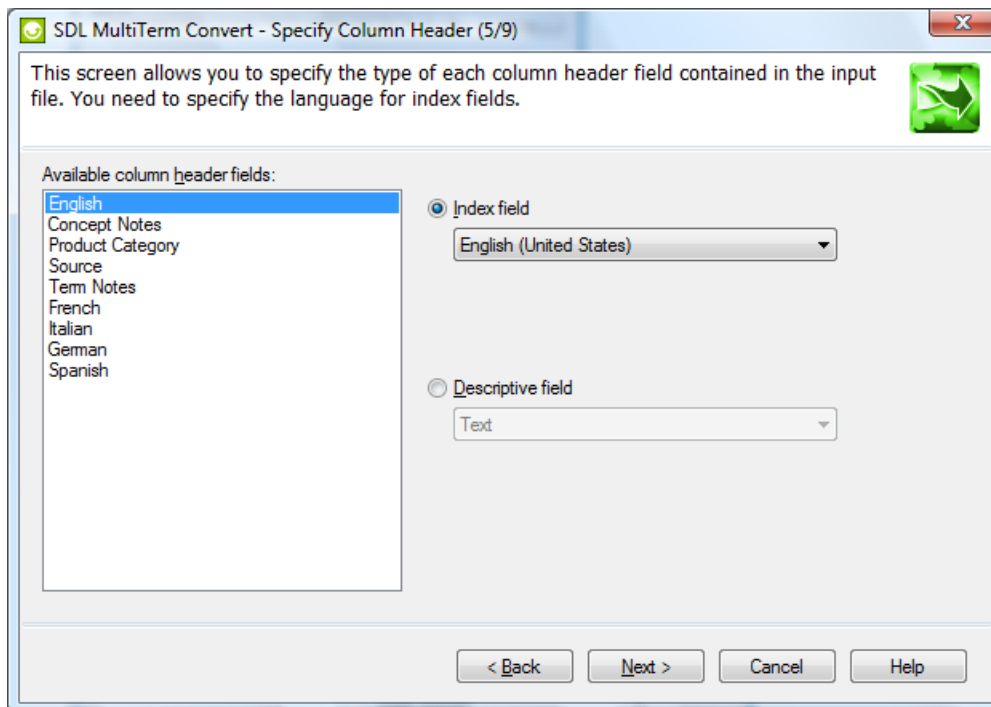


4. Locate the Excel (.xls) spreadsheet that you created under Input file, and click **Next**.



5. For each of the **Available column header fields** you will need to select whether these are:

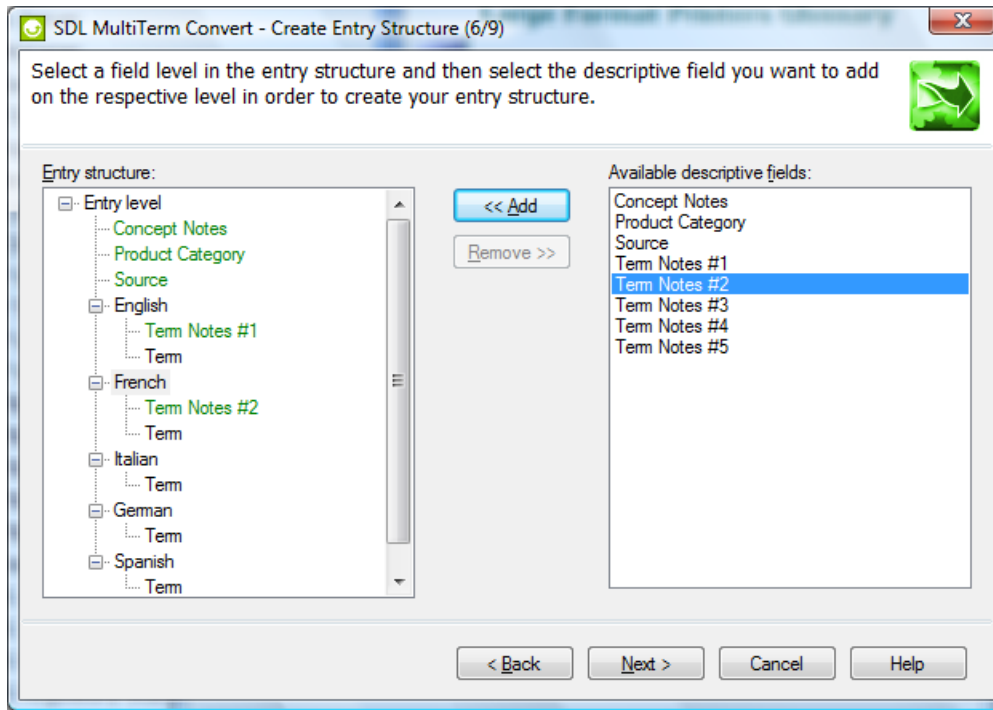
- **Index field**: which corresponds to a language and local
- **Descriptive Field**: additional attributes added at the Entry or Term level.



NOTE: Please ensure that the Index and Descriptive fields defined above are EXACTLY the same as the ones defined in the Termbase definition for this TB.

Once all Column header fields have been defined, click **Next**.

6. Add all **Available Descriptive fields** to their relevant location under the Entry structure. Once again, please pay attention to use the same settings than the ones available in the Termbase definition for this TB, and click **Next**.



7. Verify summary information display on page 7/9 from wizard, and click **Next**.
8. The conversion will then start. The length of this step will depend on the amount of information to be converted. Click **Next** on page 8/9 from the wizard when the conversion has been completed. And Finished on page 9/9 from the wizard.

The conversion of your Excel spreadsheet into an XML file suitable for batch upload to an existing TB is now completed. Please look for the generated .XML file in the location defined on page 4/9 from the wizard to move forward with the additional batch upload steps.