

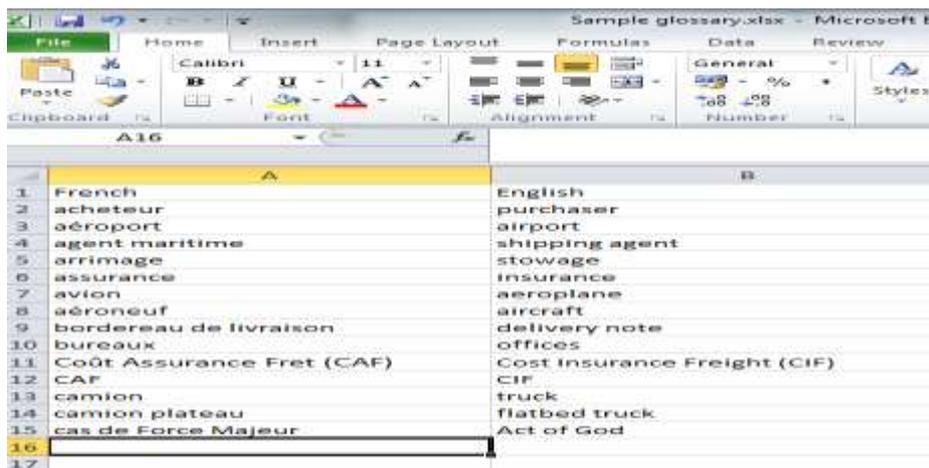
eCPD Webinars

Handout to accompany webinar on the CAT Tools: Friend or Foe. The Business Aspects of CAT Tools with Janine Roberts and Lucy Brooks on 20 March 2013

HOW TO IMPORT AN EXCEL GLOSSARY INTO A MEMOQ TERMBASE

Importing an Excel glossary into MemoQ is very easy. This is very useful if you want to import a glossary supplied by your customer.

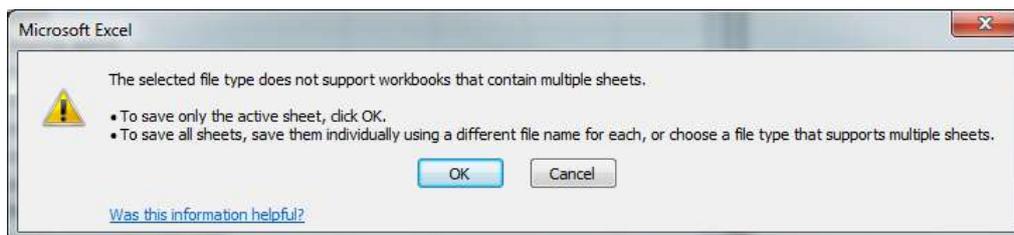
First open your glossary in Excel and insert a row at the top specifying the language. (This can be done in English or another language).



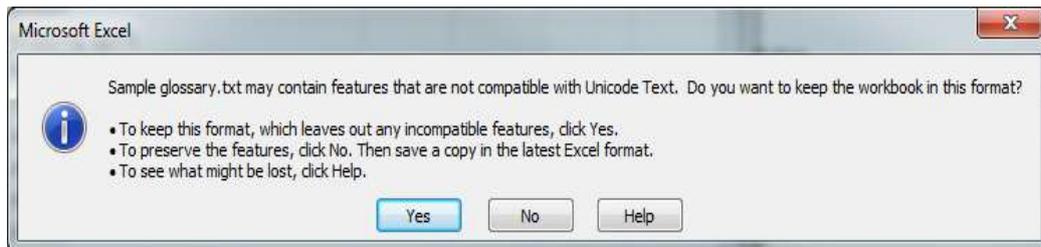
Save your glossary as Unicode text. Select Save As and under Save as type choose "Unicode text (*.txt)".



Click Save. At the next message, click OK.



And click OK again at the next message.



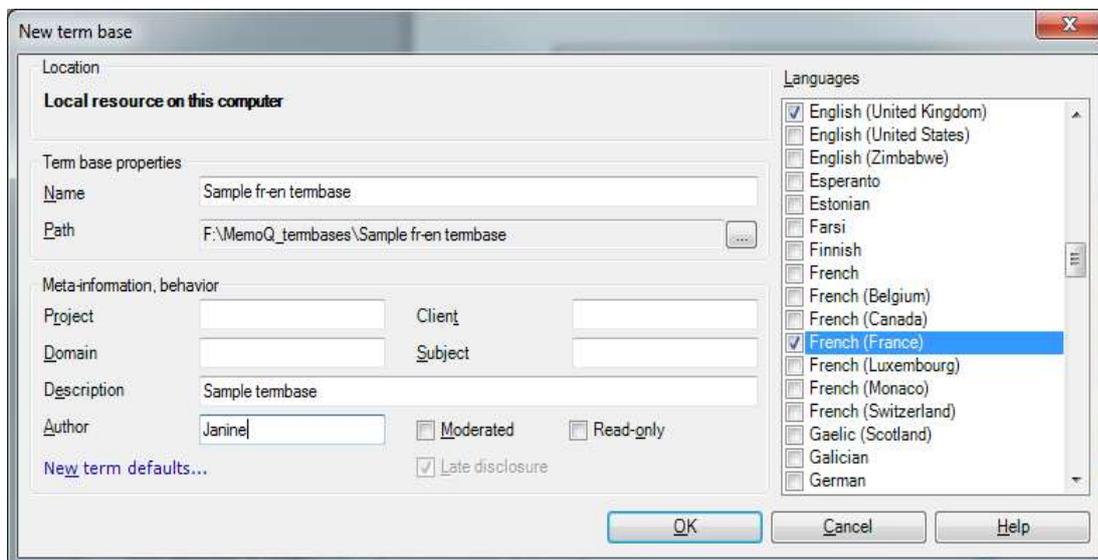
Then close your file, your.txt file will now be saved at your chosen location.

Then open MemoQ. You can import your glossary into an existing termbase or create a new one. This can be done either from within an existing project or by clicking on Tools, Resource Console and Term bases to access the termbase window if you don't have a project open.

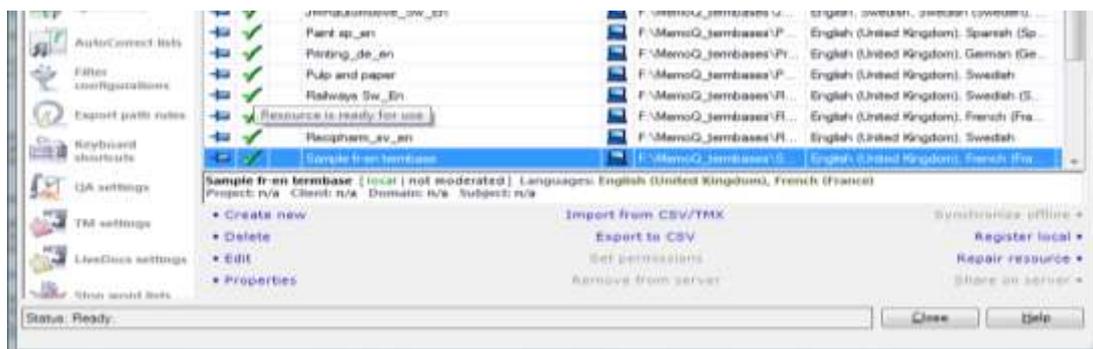
The screen shots show the creation of a new termbase from the Resource Window.

Click Create new to open the New term base window and give your termbase a name. If you are creating a termbase from within a project the languages and other details of the project will already be entered for you. You need to enter these details manually if you are working from the Resource Console.

Once you have entered the details, click OK.



Your new termbase will then appear in the list of termbases.



Then click on Import from CSV/TMX. Do not worry that you are not importing a csv file. Search for your file, click on it and press Open.



You will then get the Term base CSV import settings dialogue. Since we inserted the names of the columns in the first row of the Excel glossary, the box next to “First row contains field names” will be ticked. If you are using an English version of Excel the delimiter will be the Tab.

Under Fields you now need to make sure that both the French and English headings are shown as “Import as term” since we are only importing terms and not definitions or another other field.

Click first on French and make sure Import as term is selected and make sure the correct language option is selected. The generic French option is selected by default but I have changed this to French (France) and likewise with the English option where I’ve selected English (United Kingdom). If you just use the generic options you will not need to change this.



The preview box at the bottom allows you to preview your terms and make sure that everything looks OK, before finally clicking OK. Your terms are then imported into your termbase.

Note that it is also possible to import glossaries as CSV files, but you will often have encoding issues with languages containing special characters or accents. If you import a CSV file you will sometimes find that the Preview shows that the accents are not displayed correctly and you may need to change the first column setting (UTF-8 in the above screen shot) to another setting. Saving as unicode text will avoid this problem with special characters/accents.