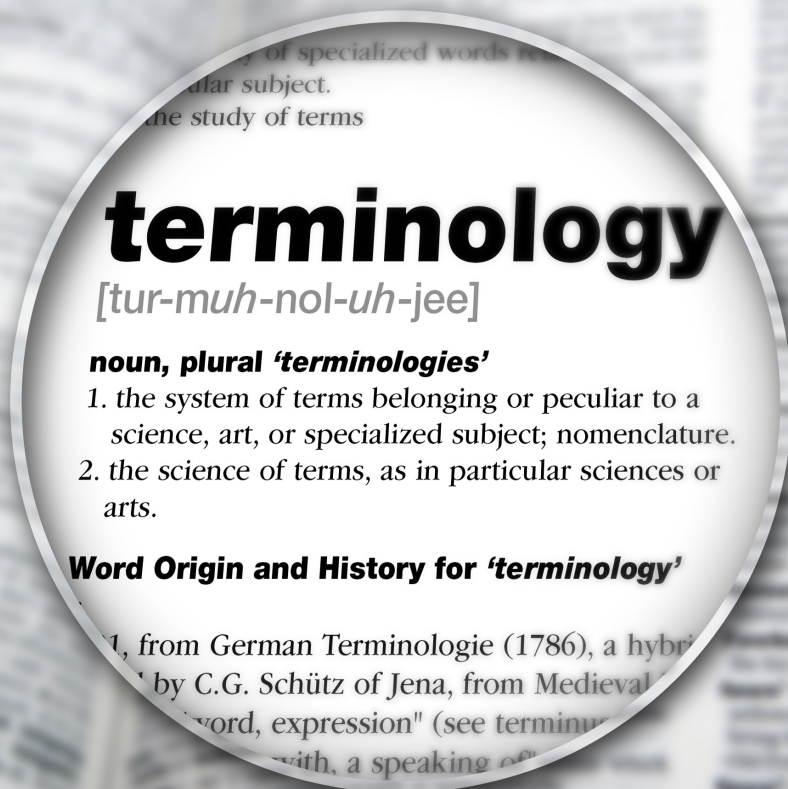


Terminology Tip Sheet

Five tips on how to correctly plan and efficiently perform systematic terminology work and overcome implementation obstacles as early as possible



Well-structured and continuously maintained terminology databases provide an excellent foundation for translations where consistent terminology is essential. They are particularly helpful when it comes to complex subject areas, as they proactively prevent quality issues, speed up approvals and thereby reduce costs. We have put together five key tips for you to keep in mind when professionally planning and organizing company terminology.

Reduce complexity

Unlike terminologists and authors, translators require less detailed information on individual terms. On the other hand, spelling, unambiguousness and consistent terminology are of far greater importance. Optimizing terminology databases ensures that the correct terms are used in translations.

Terminology optimization for localization includes:

- ➔ Adapting entries to ensure automatic term recognition (e.g., spelling)
- ➔ Filtering out entries not relevant to translations (e.g., terms from older versions that are no longer used)
- ➔ Transfer of the term base structure to the terminology modules in translation tools
- ➔ Ensuring consistency right from the start: within the terminology itself and between the terminology and other reference materials (such as existing translations)

Scalability: Different options for different budgets

It is a well known fact that terminology work takes time before it pays off. Initial investments do not necessarily need to be large and the first steps do not have to be comprehensive in order to immediately benefit from the advantages.

This is because it is possible to carry out efficient terminology work without expensive tools. With suitable adjustments, standard in-house XML formats and spreadsheets can be used for this purpose. The formats used by Milengo are designed for maximum compatibility with common terminology formats, meaning there is nothing standing in the way if you opt to switch over later on.

Select optimal formats and platforms

You can provide us with existing terminology in all popular formats as well as special formats.

Alternatively, we can create new terminology for your terminology tool. Upon request we can also define specific formats according to your individual

specifications. Processing based on XML ensures maximum flexibility and compatibility. Access to terminology in a cloud-based environment can also be granted. This approach offers many benefits, such as centralization of terminology for all languages, more effective management and direct integration with the translation tool. Should reviewers not wish to have direct access to the terminology database, we are happy to provide clearly-structured Excel lists, which can be used independently of terminology tools.

Automate to streamline processes

Although terminology work cannot be completed without manual review and editing, it is possible to automate some processes in order to efficiently process complex formats:

- ➔ Quick conversion using a proprietary XML format specially adapted to terminology, including into multiple target formats
- ➔ Automated updating of term bases with output of changes
- ➔ Programming of individual functions for term base management

Plan validation processes

It is up to you whether you decide to assume responsibility for managing your terminology data or opt to entrust this task to a professional service provider like Milengo.

You can decide the amount of time required for validation. For example, the terminology to be used can be approved on a project or volume basis or at specific intervals. Consider also whether you require reviewers to have access to a terminology tool to perform their validation. Milengo offers clients free access to its preferred tool, QTerm, for this purpose.

At the same time, the terminology used for translations is subject to ongoing review at Milengo. Queries and suggestions from our translators ensure your terminology always remains up to date.

- ➔ If you would like to learn more about how to plan and organize terminology, please contact us at sales@milengo.com