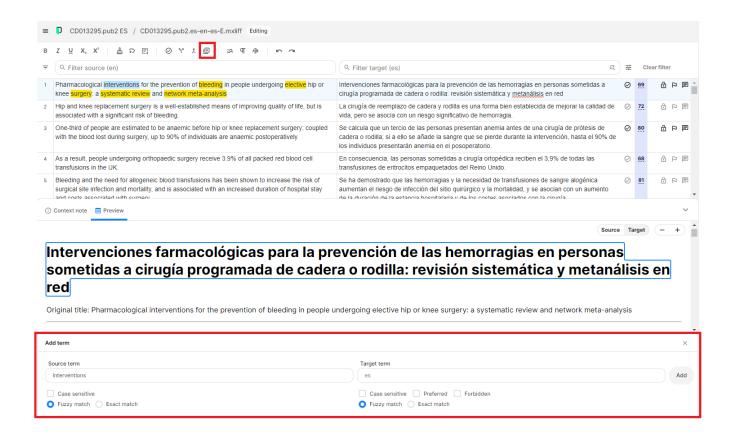
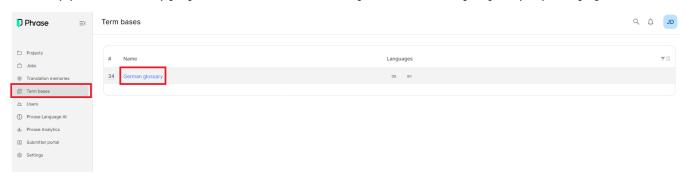
Using the glossary (term base)

While translating, you can add important, recurring terms to the glossary, the so-called Term base. You can do this by selecting a term in the English source text or your translation and then clicking the "Add term" button in the quick access toolbar (or by clicking "Alt + T").

A new window will open at the bottom where you can add the corresponding translation and optionally include additional information such as whether the term is case-sensitive, preferred or forbidden. Then click "Add".

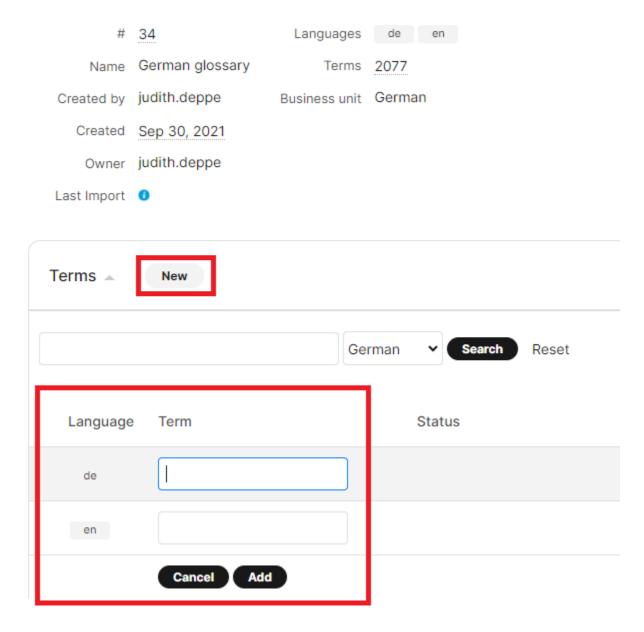


Alternatively, you can add terms by going to "Term bases" in the left-hand navigation and then selecting the glossary for your language.



Next, click on "New" to add an English term and the equivalent translation in your language. Then click "Add".

German glossary



You can make changes to the saved terms or add additional information by clicking on the term that you would like to change.

If you would like to add a list of terms, you can do that by using the "Import" button and uploading an Excel sheet with two columns. For further details, please get in touch with Judith (jdeppe@cochrane.org).

While translating you will see terms that are included in the glossary (term base), marked in yellow in the English source text. In the CAT panel on the right-hand side, terms from the glossary (term base) are marked with a yellow TB. The red TB label stands for forbidden terms (see screenshot below).

You can easily insert the terms into the segment that you are working on by double-clicking the term in the CAT panel.

