

**GUIDE FOR
WMO MULTITRANS USERS**

October 2013

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Searching in TermBaseWeb (METEOTERM)

1. Open your Web browser
2. Type the Multitrans address in the Internet address field:
<http://wmo.multicorpora.net/MultiTransWeb/>
3. Type your User name and password, click on “**Log in**”
4. In the left-hand column click on “**TermBase Languages**” to choose your source and target languages.

Basic Search


Enter the **term/expression** you would like to look for in the Search text box → Click on **Search**
OR

Choose one of the results in the drop-down list using the up/down keyboard arrows and press Enter.

 **By default** the search will be performed according to the “**start with**” option, which means that you will find records **starting** with the term/expression you type in the search field. To extend your search to records **containing** a term/expression (not only “starting with”), we recommend the use, in the search field, of the wildcard character * followed by the term without a space (ex. *meteorology).

Examples of search	Results
*meteorology	agrometeorology, biometeorology, arctic meteorology
meteorolog*agriculture	Meteorology and agriculture (1968) (WMD theme)
*meteorology*agriculture	National Seminar on Meteorology in the Service of Agriculture
meteorol prov	Aviation Meteorological Service Providers

Advanced Search

- In the left-hand column, click on “**Advanced Search**”.
- Click on the button “**Options**” on the top right-hand of the window to refine your search.
- Click on “**TermBases**” to choose the TermBase (by default: METEOTERM2).
- Click on “**Fields**” to refine your search by the listed fields (by default: Term).
- Click on “**Languages**” to choose the language in which you would like to perform the search (by default: English).
- Click on “**Settings**” to refine your search further by type: all words, starts with, consecutive words, any words, contains, etc.
- Finally click on the  **Search** button on the top of the page.

Once you get the results click on **View** to see the whole record in all available languages.

To go back to the results of your “advanced search” click again on “**Advanced Search**” in the left-hand column.

To go back to the Basic Search click on the button “**Close Search**” on the top right-hand side.

IMPORTANT - Closing a TermBase session


To close a TermBase session, click on the **Log out** link at the top right-hand corner of the screen.

METEOTERM is also accessible through the WMO Website at

(<http://wmo.multicorpora.net/MultiTransWeb/TermBase/Account.mvc/DirectAccess?languageCode=en-CA&username=Guest>)

or through the Language resources page at www.wmo.int/pages/prog/lsp/lsp_res_en.html

Searching in TextBaseWeb

1. Open your Web browser
2. Type the Multitrans address in the Internet address field:
<http://wmo.multicorpora.net/MultiTransWeb/>
3. Type your User name and password, Click on “**Log in**”. Your session starts on **METEOTERM**. To access the **TextBase**, click on the **TextBase** button  on the top right-hand corner of the window.
4. Click on the “**Options**” button to select the **TextBases**. Click on the button “**Select all**” or put a checkmark in the box next to the TextBase you wish to open (it is preferable to select all of them. **See Annex I – List of TextBases**). Once you have selected your TextBases, you can prioritize them using the blue up/down arrows which appear when you place your cursor to the right of the TextBase names.
Click on “**Languages**” to select the **source and target languages** and on “**Settings**” to refine your search by “**Consecutive Words**”, “**All Words**”, “**Newest document first**”, “**Search Type**”, etc.

Searching in TextBaseWeb

Enter a term or expression in the text box → Press Enter.

In the section below the text box you will see the **Description** column which displays the results of your search and the **Frequency** column which displays the number of times the result appears within your opened TextBases. Further below you will see the **Document(s)** and **TextBase(s)** columns within which the results were found. The 1st result will appear highlighted in light orange; to display the other results use the **+ sign** next to the file name. By clicking on it you will get the part of text where your term/expression appears and by clicking on this section you will get the whole text displayed in the source and target languages on the right side of the window.

To jump to the next or previous result click on the **Next** and **Previous** buttons at the top right-hand side of the window or **use the right/left keyboard arrows**.

Large documents are not displayed in their entirety. Click on **Previous Page** to scan back through your text or click on **Next Page** to scan forward.

PRE-TREATED TEXTS

If you work with a pre-treated text please refer to **Annex II - Dealing with pre-treated texts**.

See also **Annex III – Tips and Tricks**

IMPORTANT - Closing a TextBase session

To close a TextBase session, click on the **Log out** button at the top right-hand corner of the screen.

List of TextBases

PLEASE NOTE that, as of January 2012, French and Spanish texts translated in-house and those texts which have gone through the internal quality-control process, will have the prefix (F) and/or (S) added to the filename. The prefix will be visible in the hits list on the left side of the TextBase.

(F) meaning that the French has been revised or self-revised

(S) meaning that the Spanish has been revised or self-revised

(F-S) meaning that both Spanish and French have been revised or self-revised

TextBases	Contents	Identifier examples	Remarks
01_WMO_TERMINOLOGY_NOTES	WMO terminology notes and glossaries	WMO_French_Terminology_Notes-01	The terminology notes are meant to draw users' attention on recommended terms and expressions.
02_MODELS_CORRESPONDENCE	Correspondence files which are to be considered as models (English/Spanish)	See CORRESPONDENCE identifiers below	Models are to be strictly followed.
03_CORRESPONDENCE	Circular letters, Individual letters, Faxes, Notes verbales, Emails over a period of 4 years as well as Press Releases and Media Features	- C_2012 (2012 Circulars letters) - I_2012 (Individual letters) - F_2012 (Faxes) - N_2012 (Notes verbales) - M_Press Releases No - E_2012 (Emails)	Most of the correspondence is translated in house.
04_SPEECHES	All SG speeches	- Antalya_19_feb_2010_sg-2	Most of SG speeches are translated in house.
05_HUMAN_RESOURCES	Service Notes, Vacancy Notices and Administrative Circulars	- SN_2010-05 - VN_1756-g	All Human Resources texts are translated in house.
06_BASIC_DOCUMENTS	WMO Basic Documents	- BD_No. (Basic Documents)	All Basic Documents are revised and edited.
07_MANUALS	WMO Manuals	- Publication No. (Ex. 306)	All Manuals are edited but not always revised.
08_GUIDES	WMO Guides and Training publications	- Publication No. (Ex. 8) - Publication_No. (Ex. 258)	All Guides and Training Publications are edited but not always revised.

ANNEX I

TextBases	Contents	Identifier examples	Remarks (reliability)
09_WEB	All texts related to WMO Website	Key words	Most of them are translated in house.
10_SESSION_REPORTS_2012-2015 11_SESSION_REPORTS_2008-2011 12_SESSION_REPORTS_2004-2007	Constituent Bodies Final Reports	- JCOMM-II_931 (CB abbr. + publication No.) - EC-LXI_1042	Only resolutions and recommendations and their annexes are revised (except amendments to Guides and Manuals).
13_CONGRESS_AND_EXECUTIVE-COUNCIL	Documents of Congress and Executive Council meetings (pre-session and in-session) over a period of 8 years. It also includes the Budget.	- EC-65-d04-7(2)-REPORT-CHAIR-IPCC-draft1_en (new file-naming rule) - Cg-XV_d01-2 (abbr. + document type & No.) (older file-naming rule)	Most of the Cg and EC documents are outsourced. If revised they will have the prefix (F) and/or (S).
14_TECHNICAL_COMMISSIONS-2 (more recent sessions) 15_TECHNICAL_COMMISSIONS-1 (older sessions)	Documents of Technical Commissions (TC) meetings over a period of 8 years. Including in-session documents pending the publication of the final report.	- CCI-XV_pink01 (TC abbr. + document type & No.) (older file-naming rule)	Most of the TC documents are outsourced. If revised they will have the prefix (F) and/or (S).
16B_REGIONAL_ASSOCIATIONS (more recent sessions) 16A_REGIONAL_ASSOCIATIONS (older sessions)	Documents of Regional Associations (RA) meetings (pre-session and in-session) over a period of 8 years	- XV-RA-V_inf02 (RA abbr. + document type & No.)	Most of the RA documents are outsourced. If revised they will have the prefix (F) and/or (S).
17_NON-CONSTITUENT_BODIES	Documents related to meeting of non-constituent bodies	- RAIV-HC-XXXII_d01	Most of the non-CB documents are outsourced. If revised they will have the prefix (F) and/or (S).
18_OTHER_PUBLICATIONS	Various publications such as: Technical Documents, Technical Notes, TCP reports, etc	- TD-No. - TN-No. - Key words	Most of these publications are outsourced. If revised they will have the prefix (F) and/or (S).
19_IPCC	Various IPCC reports and other IPCC-related texts	Key words	Most of IPCC publications are outsourced. If revised they will have the prefix (F) and/or (S).
20_BULLETINS_AND_BROCHURES	Recent volumes of the WMO Bulletin, Meteoworld, World Climate News and various brochures	- 1035 (No. of the brochure) - Vol.56-3 (Bulletin volume) - key words	Most of the brochures are revised and edited. Bulletins are not revised.
21_MISCELLANEOUS	Various texts such as: Staff Association documents, various reports, WMO President-related texts, etc	Key words	Most of these texts are outsourced. If revised they will have the prefix (F) and/or (S).
22_GLOSSARIES (under construction)	Various glossaries from other organizations	Thematic file naming	-
23_EXTERNAL_REFERENCES	Various documents from other UN agencies or other institutions	Key words	-

Dealing with pre-treated texts

What is a pre-treated text?

It is a text which has been compared with all available translations. It shows all expressions of at least 2 words found in the reference documents. The alternation of colours (yellow and blue) makes it easier for users to identify the different segments. Users can then see what has previously been translated and get the appropriate translation.

Ex.

I have pleasure in inviting you to be represented at the sixty-second session of the Executive Council of the World Meteorological Organization (WMO), which will be held from 8 to 18 June 2010 at the WMO Headquarters building, Geneva.

Access to the documents will be possible through the WMO FTP server as indicated below:

A pre-treated text is either sent by email to external translators or can be found, internally, in S:\language_streams\Jobs to be done). Pre-treated files will have the suffix _LSU plus the identifier of the target language (ex. d07-2_en_LSU-FR.doc)

Getting a previously translated segment

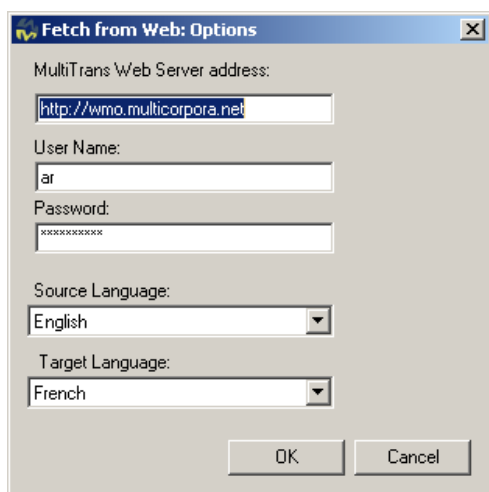
You have two possibilities to get a previously translated segment:

(1) Copy/Paste. Open the TextBase and copy and paste coloured segments in the text box > **Press Enter.** (See Tips and Tricks in Annex III)

PLEASE MAKE SURE THAT YOU HAVE SELECTED THE RIGHT SOURCE AND TARGET LANGUAGES AND ALL TEXTBASES

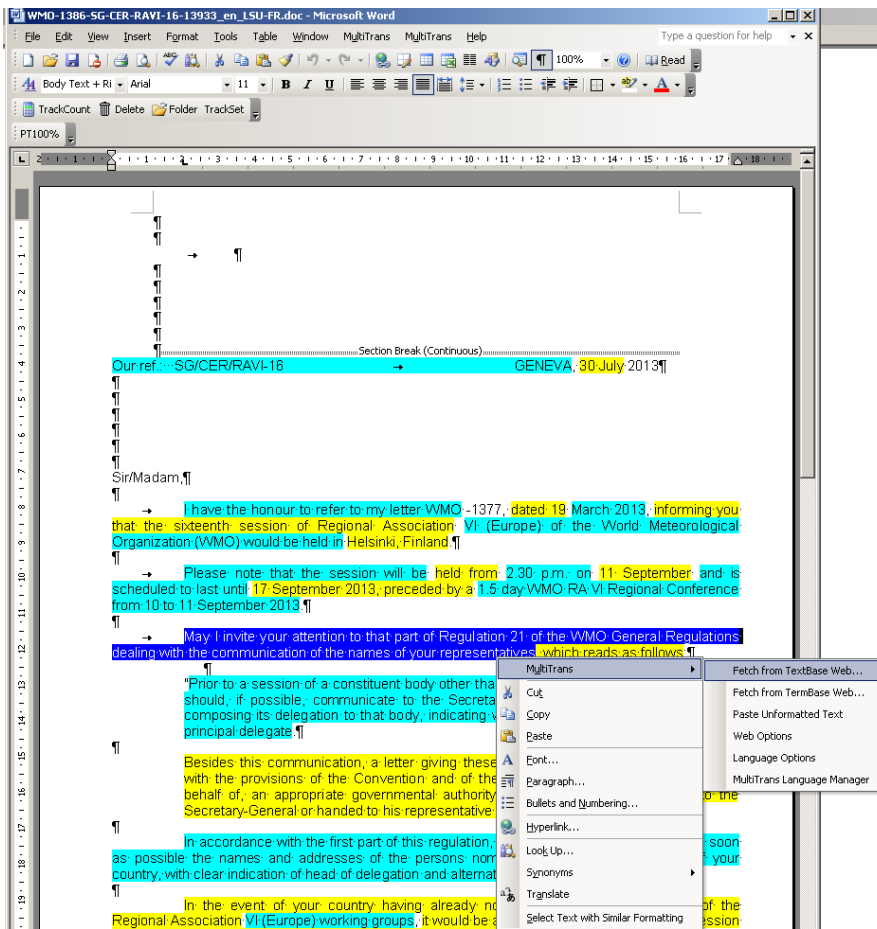
(2) “Fetch from TextBase Web”. Once you have installed the WebDirectAccess macro you can use the feature “Fetch from TextBase Web” through the pre-treated text as follows (Note: the macro does not work on Macintosh):

- 1) Open the pre-treated file
- 2) Select the highlighted segment
- 3) Right-click
- 4) Select Multitrans > Web Options
- 5) Enter the Server address (<http://wmo.multicorpora.net>), your User Name and your Password as shown below. **Steps 4) and 5) have to be followed only the first time** that you access Multitrans Prism. Then, each time you use a pre-treated text you will be directly logged in.



6) Select Multitrans > Fetch from TextBase Web

You will be directed to a list of results on the TextBaseWeb. Jump from one to another as described on page 2. To search another segment follow steps 2, 3 and 6.



PLEASE MAKE SURE THAT YOU HAVE SELECTED THE RIGHT SOURCE AND TARGET LANGUAGES AND ALL TEXTBASES

TIPS AND TRICKS

TextBase

Copying and pasting segments from the TextBase to your Word document

Once you have copied the highlighted text (Ctrl+c) from the TextBase, paste it in your Word document using the **keyboard key Alt+q** in order to paste it unformatted (without the colour). This is faster than going through Edit > Paste special > Paste unformatted text.

Copying and pasting coloured segment in the Search box

It is not mandatory to copy the whole coloured segment; a part of it is enough.


Note also that when using the "Fetch from TextBase Web" option, segments with **non-breaking spaces** (ex. Result 6) will be copied in the Search box ignoring the space (ex. Result6). As a result you will get a "**no records found**". Please check the segment in the Search box, if necessary.

TermBase (METEOTERM)

Searching in METEOTERM with the "Fetch from TermBaseWeb" option

Select a term/expression, right-click > Fetch from TermBaseWeb.

You will be immediately directed to METEOTERM.

 **By default** the search will be performed according to the "**start with**" option, which means that you will find records **starting** with the searched term/expression. To extend your search to records **containing** a term/expression (not only "starting with"), click on **Options**, in the **Advanced Search** window, then click on the tab **Settings**, and select "**Contains**" in the **Type** drop-down menu (See page 1 for more details).

DID YOU KNOW THAT ... You can now search exclusively through the International Meteorological Vocabulary (IMV) or the International Glossary of Hidrology (IGH) using filters?

HOW DO YOU USE FILTERS?

- Open METEOTERM,
- Click on "Filter" (left-side column),
- Click on "Filter Manager",
- Click on "Disabled" next to IMV or IGH to activate one of the two filters,
- Once the status changes to "Enabled" the first entry of IMV or IGH will appear, you can now start your search through the search field box.

To remove the filter and have more results (from other sources) you just have to click on "Remove All Filters" on the left-side column.