

GUIDE FOR WMO MULTITRANS USERS

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Searching in METEOTERM


1. Open your Web browser
2. Type the MultiTrans address in the Internet address field:
<http://wmo.multitransms.com/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.

 **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 **the underlined term** 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!

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


METEOTERM is also publicly accessible through the resources section of the WMO Website at:

<http://wmo.multitransrms.com/MultiTransWeb/TermBase/Account.mvc/DirectAccess?languageCode=en-CA&username=Guest>

or through the Language resources page of our extranet at:

www.wmo.int/pages/prog/lsp/lsp_res_en.html

Searching in METEOREF

1. Open your Web browser
2. Type the Multitrans address in the Internet address field:
<http://wmo.multitransrms.com/MultiTransWeb/>
3. Type your User name and password, Click on **“Log in”**. Your session starts on **METEOTERM**. To access **METEOREF**, click on the **METEOREF** 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. The number which appears next to the name of a given TextBase indicates its order within the list of selected TextBases. Prioritizing is useful when a given TextBase is likely to generate more valuable search results than other TextBases.

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 METEOREF

Enter a term or expression in the Search 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 selected 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 result click on the **Next button** 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!

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

Annex I - 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 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.

TextBases	Contents	Identifier examples	Remarks
09_WEB	All texts related to WMO Website	Key words	Most of them are translated in house.
10_Cg-&-EC_REPORTS	Congress and Executive Council Final Reports	- Cg-17-1157_en (CB abbr. + publication No.) - EC-68-1168_en	Only resolutions and recommendations and their annexes are revised (except amendments to Guides and Manuals).
11_TECHNICAL_COMMISSIONS_REPORTS	Technical Commissions Final Reports	- CBS-Ext(06)_1017_en (CB abbr. + publication No.) - CAeM-XIV_1053_en	Only resolutions and recommendations and their annexes are revised (except amendments to Guides and Manuals).
12_REGIONAL_ASSOCIATIONS_REPORTS	Regional Associations Final Reports	- RA-IV-16-1117_en (CB abbr. + publication No.) - RAIII-XV_1067_en	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 - Cg-XV_d01-2	Most of the Cg and EC documents are outsourced. If revised they will have the prefix (F) and/or (S).
14_TECHNICAL_COMMISSIONS	Documents of Technical Commissions (TC) meetings over a period of 8 years. Including in-session documents pending the publication of the final report.	- CBS-16-d05-4-1(2)-OSCAR-draft1_en - CCI-XV_pink01	Most of the TC documents are outsourced. If revised they will have the prefix (F) and/or (S).
15_REGIONAL_ASSOCIATIONS	Documents of Regional Associations (RA) meetings (pre-session and in-session) over a period of 8 years	- RA-II-16-d04-1(4)-SWFDP-draft1_en - XV-RA-V_inf02	Most of the RA documents are outsourced. If revised they will have the prefix (F) and/or (S).
16_NON-CONSTITUENT_BODIES	Documents related to meeting of non-constituent bodies	- RA-IV-HC-38-d08-SWFDP_en - RAIV-HC-XXXII_d01	Most of the non-CB documents are outsourced. If revised they will have the prefix (F) and/or (S).
17_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).
18_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).

TextBases	Contents	Identifier examples	Remarks
19_GENERAL_INFORMATION_PUBLICATIONS	Recent volumes of the WMO Bulletin, Meteoworld, World Climate News and various brochures	<ul style="list-style-type: none"> - 1035 (No. of the brochure) - Vol.56-3 (Bulletin volume) - key words 	Most of the brochures are revised and edited. Bulletins are not revised.
20_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).
21_EXTERNAL_REFERENCES	Various documents from other UN agencies or other institutions	Key words	-

Annex II - 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.docx)

Getting a previously translated segment

You have two possibilities to get a previously translated segment:

(1) Copy/Paste. Open METEOREF 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 AT LEAST ONE TEXTBASE

(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.multitransms.com/>), 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.



Fetch from Web: Options

MultiTrans Web Server address:

User Name:

Password:

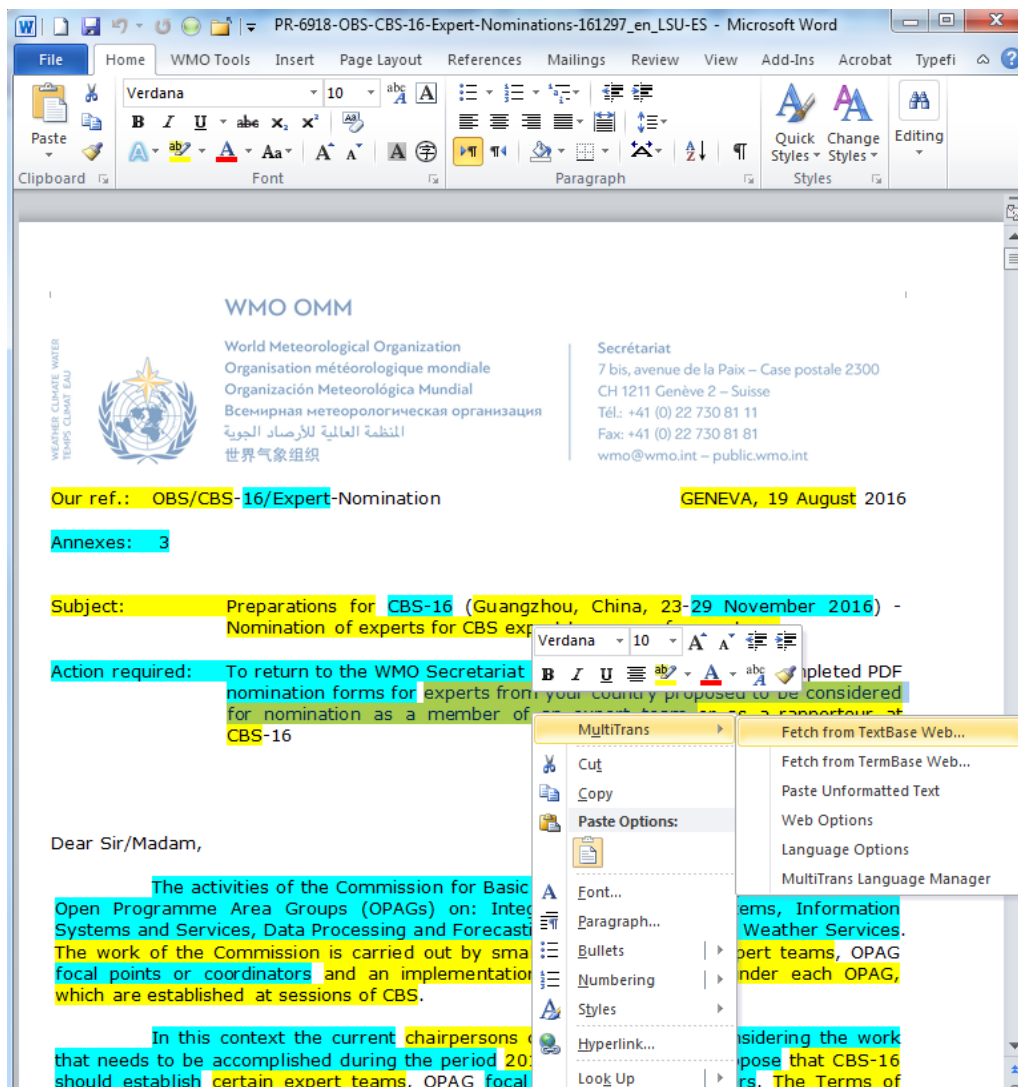
Source Language:

Target Language:

OK Cancel

6) Select Multitrans > Fetch from TextBase Web as shown in the image below

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



PLEASE MAKE SURE THAT YOU HAVE SELECTED THE RIGHT SOURCE AND TARGET LANGUAGES AND AT LEAST ONE TEXTBASE

Annex III - TIPS AND TRICKS

METEOREF

Copying and pasting segments from the METEOREF to your Word document

Once you have copied the highlighted text (Ctrl+C) from METEOREF, 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 Paste > Paste special > Paste unformatted text.

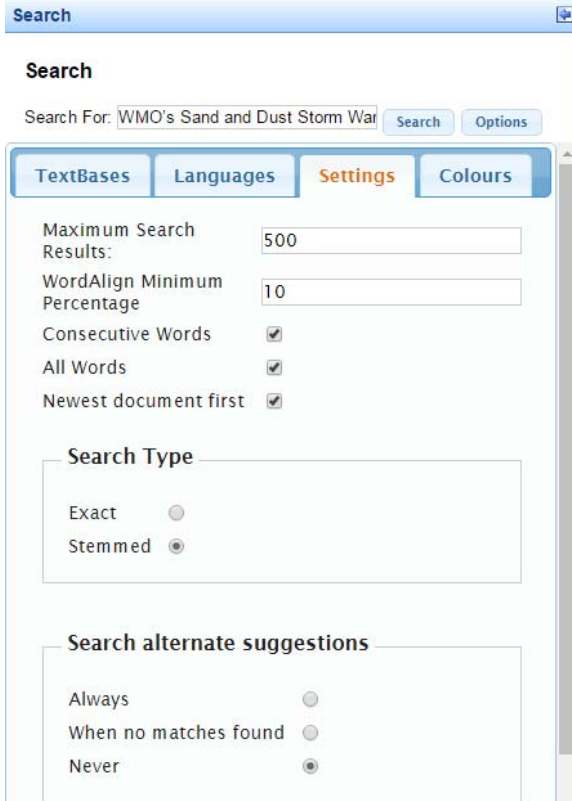
Copying and pasting coloured segment in the Search box

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.

Improving search results

If your search produces no result or the results you obtain are not satisfactory, you can change the settings and re-try your search. The following image shows the settings we recommend, but feel free to modify them (especially the "Consecutive Words" and "All Words" options).



The screenshot shows the 'Search' window with the 'Settings' tab selected. The search query is 'WMO's Sand and Dust Storm War'. The settings are as follows:

Setting	Value
Maximum Search Results:	500
WordAlign Minimum Percentage	10
Consecutive Words	<input checked="" type="checkbox"/>
All Words	<input checked="" type="checkbox"/>
Newest document first	<input checked="" type="checkbox"/>

Search Type

- Exact:
- Stemmed:

Search alternate suggestions


- Always:
- When no matches found:
- Never:

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 performed will be an advanced search. You can click on the underlined term to view the entire entry or you can close the advanced search and perform a simple search (see page 1)

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

HOW DO YOU USE FILTERS?

- Open METEOTERM,
- Click on "Filter" (left-side column),
- Click on "Filter Manager",
- Select the filter you would like to activate and click on Enable,
- Once the status changes to "Enabled" the first entry of the selected terminology 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.