

# Processing Source Terminology

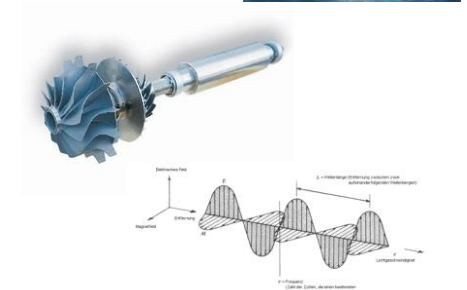
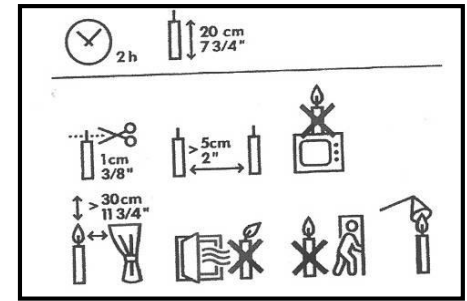
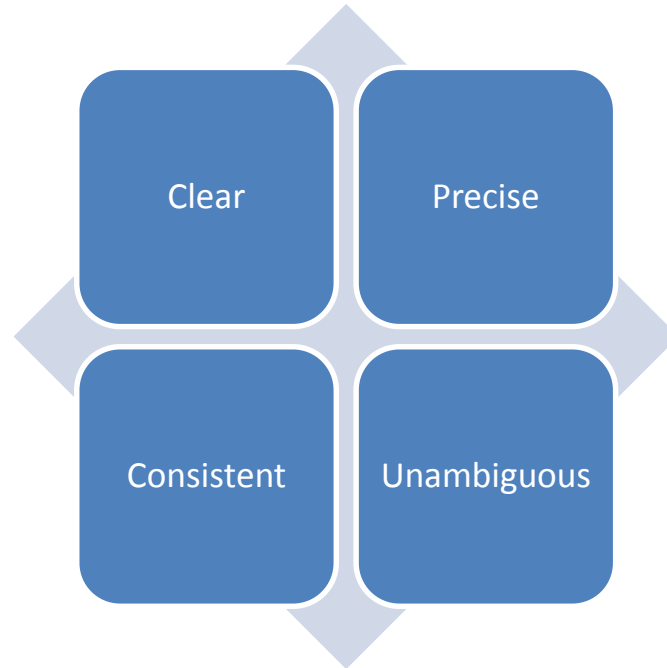
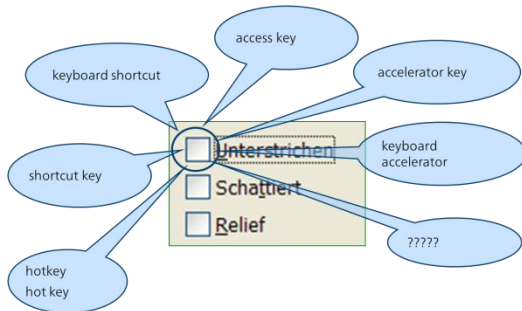
Terminology Roundtable  
Val Swisher

# Benefits of Managing Source Terms

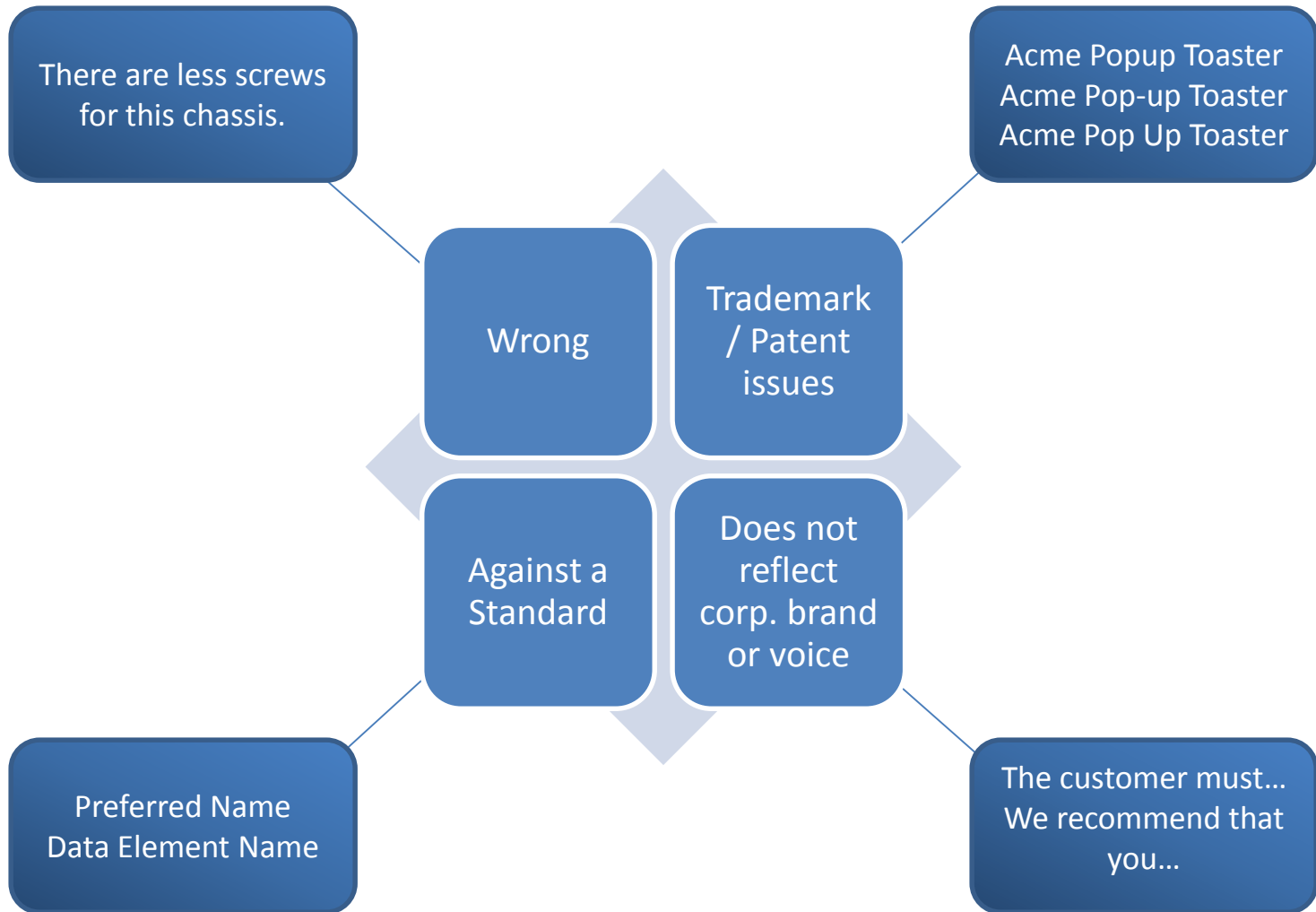
- Increase readability
- Increase comprehension for English as a Second Language (ESL)
- Increase translatability
- Support structured authoring
- Support single-sourcing and content reuse

# What's so tricky about source terminology?

„Heat treated aluminum hand bender“

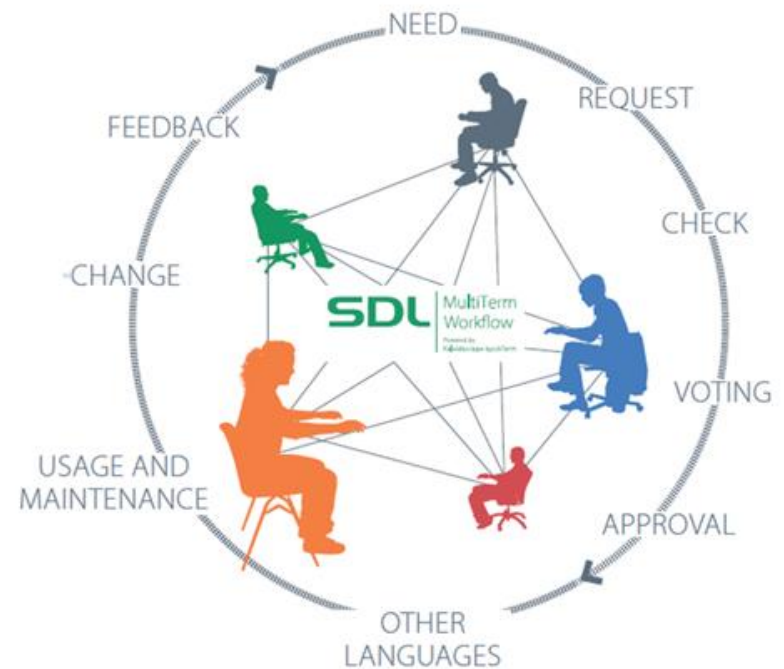


# Examples of Terminology Issues



# Terminology is a Process

- It is not a project!  
Even though you might need to start with a project
- If your terminology is „finished“, YOU are finished!



# Processing Source Terminology



# Common Difficulties

- Arriving at consensus
- Validating terms
- Setting up workflow
- Maintaining terminology
- Governing terminology and process

# Start by Discussing Terminology

Most people do not understand terminology or its value

- Legal ramifications
- Brand and identity problems
- General customer confusion
- Increased support calls



# Collaborative Workflow / Process

- Start terminology process early on
- Enable participation and feedback
- Approval processes
- Request management
- WIKI vs centralized
- Organic vs "grand scheme"
- Keep it interesting and rewarding to participate!

# Term Validation

Decide which words need to be managed

- Trademarks / Service marks
- Product names
- Made up words
- Common words used in unique ways
- Common words that need to be standardized

# How to Validate Terms Without a Tool

1. Create list of terms in spreadsheet or table
2. Spellcheck content for discrepancies
3. Validate terms
4. Remove invalid terms from spreadsheet
5. Spellcheck content for invalid terms

# Example

Preferred	Preferred 2	Deprecated	Deprecated 2
press		hit	
communication		baud	
anomaly		defect	
cannot		can not	
digital i/o		discrete i/o	
for example		e.g.	
do not use in content		etc.	
that is		i.e.	
default configuration		factory setting	
appears dimmed		grayed	
on		located on	
for		on behalf of	with regard to
personal computer		pc	
a year		per annum	
before		prior to	
go ahead		proceed	
get		procure	
under		pursuant to	
make	give	render	
is		represents	
only		solely	
send		submit	
after		subsequent to	
end		terminate	
if	when	to the extent that	provided that
whether		whether or not	

# How to Validate Terms Using a Tool

1. Harvest terminology from content
2. Aggregate terms so like terms are together
3. Examine frequency
4. Eliminate discrepancies
5. Upload to terminology database

# Term Harvest and Aggregation

Term	Frequency	Status	Contexts
sample sheet	1317	Proposed	A screen will ask if you would like to generate a sample sheet for the run.
Sample Sheet	214	Proposed	IEM will only display valid and invalid index combinations when setting up a Sample Sheet for a
Sample sheet	26	Proposed	Sample sheets
samplesheet	11	Proposed	sequencing run.
SampleSheet	6	Proposed	Following variables, derived from SampleSheet, will be available (please use brackets properly):
sample-sheet	6	Proposed	-s,--sample-sheet
Samplesheet	1	Proposed	Create a Samplesheet
BeadChip	1238	Proposed	Consider repeating it on a section of the BeadChip that has been scanned a few times.
Beadchip	32	Proposed	Beadchip
bead chip	23	Proposed	chip was achieved will appear in the motors tab in ATS.
beadchip	13	Proposed	beadchip.
Bead Chip	5	Proposed	Bead Chips

# Two Ways to Use Source Terminology

*Pull*



*Push*



# Pull Methodology (no tools)

1. Decide if term is being managed.
2. Locate term list spreadsheet or table.
3. Lookup term.
4. If found in term list, check proper usage.
5. Make corrections in content, if needed.

**No one has time to do this. No one.**



# Push Methodology (with tools)

- Check content within authoring tool (click a button).
- Software automatically checks to see if term is used properly.
- Software suggests how to fix term, if needed.
- Drop correct term into document from tool.

**Fast, easy, simple to use.**

# Questions?



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# Made Up Words

- Homeshoring
- Futureproof
- Daughtercard
- Gamification

# Standardize Terms

CLICK OK  
Select OK  
Hit OK  
Press OK  
Tap OK  
Click  
Okay  
Select  
Okay  
Hit Okay  
Press  
Okay  
Tap Okay

Email  
E-mail

Backup  
Back-up  
Back up

Website  
Web site

Login  
Log-in  
Log in  
Logon  
Log-on  
Log on