Processing Source Terminology

TENVET

REGLER

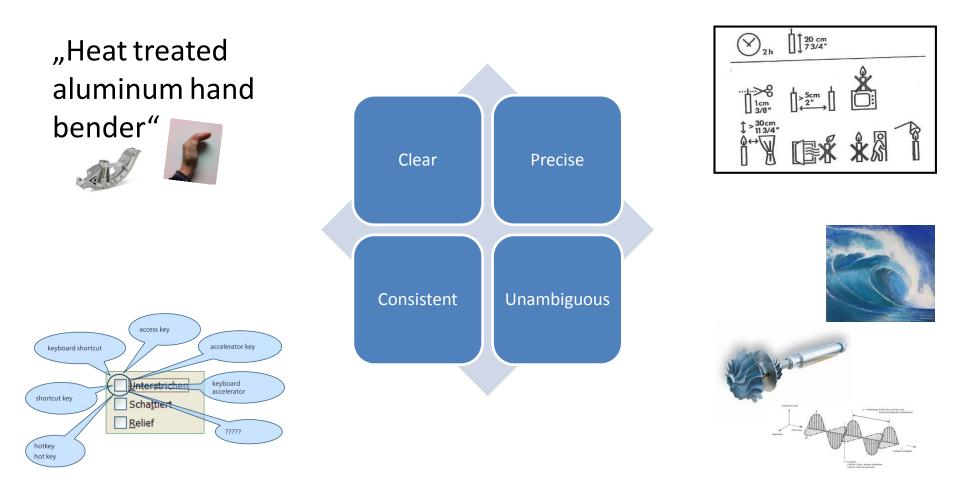
Terminology Roundtable Val Swisher



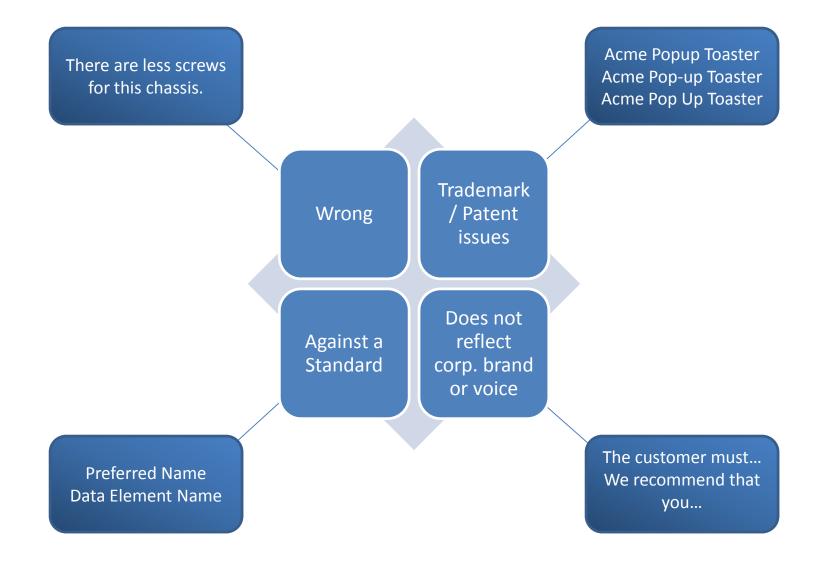
Benefits of Managing Source Terms

- 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?

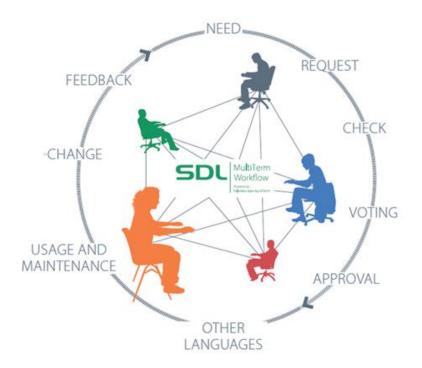


Examples of Terminology Issues



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

| communicationbaudanomalydefectcannotcan notcannotcan notdigital i/odiscrete i/ofor examplee.g.do not use in contentetc.default configurationtic.default configurationfactory settingappears dimmedon bhalf ofonmbalf ofonproceed ononproceed ononproceed ononproceedonproceedonprocup <td< th=""><th>Preferred</th><th>Preferred 2</th><th>Deprecated</th><th>Deprecated 2</th></td<> | Preferred | Preferred 2 | Deprecated | Deprecated 2 |
|--|-----------------------|-------------|--------------------|----------------|
| anomalyIndexIndexIndexIndexcannotcan notcan notdigital i/odiscrete i/oi.e.for examplee.g.can otdo not use in contentetc.e.d.that isi.e.i.e.appears dimmedgrayedcontouted on to use in contentonograyedmatch or settingappears dimmedi.e.i.e.oni.e.i.e.onon behalf of on the settingonon behalf of on the settingonper annumi.e.onper annumi.e.onper annumi.e.on behalf of on the settingi.e.on a yearper on per annumopforeper annumgo aheadproceedgo aheadgrayengo aheadgivemakegivesisi.e.sendsolelysendsolelysendsolelyafteri.e. subsequent toendsubsequent to | press | | hit | |
| cannotcan notdigital i/odiscrete i/ofor examplee.g.do not use in contente.g.do not use in contenti.e.default configurationfactory settingappears dimmedgrayedonlocated onforon behalf ofgrayedmumforper annumforper annumappears dimmedproceedgo aheadproceedgo aheadgrayetgo aheadgrayetgo aheadproceedgo aheadgrayetgo a | communication | | baud | |
| digital i/oiscrete i/oiscrete i/ofor examplee.g.iscrete i/odo not use in contentiscrete i/oiscrete i/odefault configurationiscrete i/oiscrete i/oappears dimmediscrete i/ofactory settingappears dimmediscrete i/oiscrete i/ooniscrete i/oiscrete i/oforon behalf ofwith regard toappears dimmedpiscrete i/oappears dimmedpiscrete i/oappears dimmedproceediscrete i/oappeardprocureiscrete i/oappeardrepresentsiscrete i/oappeardiscrete i/oiscrete i/ | anomaly | | defect | |
| for examplee.g.e.g.do not use in contentetc.etc.that isi.e.i.e.default configurationfactory settingi.e.appears dimmedgrayedgrayedonlocated onith regard toforon behalf ofwith regard topersonal computerpcgrayeda yearforpca yearproceedprocurego aheadprocuregrayent togot aheadgiveredersisrepresentsrepresentssonlysolelysolelysendsolelysolelyafterin the sine in the sin | cannot | | can not | |
| do not use in contentetc.etc.that isi.e.i.e.default configurationfactory settingappears dimmedgrayedonlocated onforon behalf ofpersonal computerpcayearper annumbeforeproceedgo aheadprocuregetprocureundergivesetrendersetsolelysetsolelyaftersubsequent toaftersubsequent toendsubsequent toaftersubsequent toendsubsequent toendsubsequent toendterminateendterminateendterminateendterminate | digital i/o | | discrete i/o | |
| that isi.e.i.e.default configurationfactory settingincomeappears dimmedgrayedincomeonlocated onwith regard toforon behalf ofwith regard topersonal computerpcincomea yearincomeper annumbeforeproceedincomego aheadproceedincomego aheadgiverendermakegiverendersonlysolelysolelysendsolelysolelyafterincomesubsequent toendsubsequent toincomeendsubsequent toincomeendsubsequent toincomeendincomesubsequent toendincomeincomeendincomeincomeendincomeincomeendincomeincomeendincomeincomeendincome< | for example | | e.g. | |
| default configurationfactory settingfactory settingappears dimmedgrayedgrayedonlocated onwith regard toforon behalf ofwith regard topersonal computerpcper annumayearper annumprototogo aheadproceedproceedgot aheadgiverendermakegiverendersonlysolelysolelysendsubmitsubmitafterwith regard toendsubsequent tosendsubsequent toafteris bis equent toendterminateendterminateendterminateendterminateendterminateendterminate | do not use in content | | etc. | |
| appears dimmedindexgrayedindexonlocated onwith regard toforon behalf ofwith regard topersonal computerpcper annuma yearper annumprior togo aheadon ceedproceedgo aheadprocureprocurego aheadgiveprocuremakegiverendersonlysolelysolelysendsubmitsubmitaftersubsequent toendsubsequent toendterminateendterminateendterminate | that is | | i.e. | |
| onlocated onwith regard toforon behalf ofwith regard topersonal computerpcpca yearper annumprototobeforeproir toprototogo aheadforceedproceedgo aheadprocureprototounderprosunt topursuant tomakegiverenderonlysolelysolelysendsolelysolelyaftersubsequent toendsubsequent toendsubsequent toterminatesubsequent toendsubsequent toendsub | default configuration | | factory setting | |
| foron behalf ofwith regard topersonal computerpcPa yearper annumPer annumbeforeprior toPgo aheadproceedPgo aheadprocurePunderpursuant toPmakegiverendersollysolelySolelysendSubmitSubmitaftersubsequent toendSubsequent toendSubsequent toterminateSubsequent toendSubsequent toendSubs | appears dimmed | | grayed | |
| personal computerpca yearper annumbeforeprior togo aheadproceedgo aheadprocureunderpursuant tomakegivesolelysolelysendsolelyaftersubsequent toendsubsequent toendsubsequent toterminatesubsequent toendsubsequent toendsubsequent toendterminate | on | | located on | |
| a yearper annumbeforeprior togo aheadproceedgotprocureunderpursuant tomakegiveonlysolelysendsolelyaftersubsequent toendsubsequent toendsubsequent toterminatesubsequent to | for | | on behalf of | with regard to |
| before and prior to and prior to and proceed and proceed and procure and procu | personal computer | | рс | |
| go aheadproceedgetprocureunderpursuant tomakegiverenderrepresentsonlyIsendsubmitafterIendsubsequent toterminateterminate | a year | | per annum | |
| getprocureunderpursuant tomakegiverenderisrepresentsonlysolelysendsubmitaftersubsequent toendterminate | before | | prior to | |
| underpursuant tomakegiverenderisrepresentsonlysolelysendsubmitaftersubsequent toendterminate | go ahead | | proceed | |
| makegiverenderisrepresentsonlysolelysendsubmitaftersubsequent toendterminate | get | | procure | |
| is represents represents only solely | under | | pursuant to | |
| onlysolelysendsubmitaftersubsequent toendterminate | make | give | render | |
| send submit after subsequent to end terminate | is | | represents | |
| after subsequent to end terminate | only | | solely | |
| end terminate | send | | submit | |
| | after | | subsequent to | |
| if when to the extent that provided that | end | | terminate | |
| | if | when | to the extent that | provided that |
| whether whether or not | 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 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?



Val Swisher vals@contentrules.com @contentrulesinc www.contentrules.com

Made Up Words

- Homeshoring
- Futureproof
- Daughtercard
- Gamification

Standardize Terms

- I I C K VN Select OK Hit OK Press OK Tap OK Click 0kay Select 0kay Hit Okay Press 0kay Tap Okay

