

Terminus 3.1

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## The Last Word in Terminology Databases

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## 2 Getting Started

### 2.1 Installation

1. Download the software from the site: <http://terminus.wintringham.ch> and save the installation files, for example, to your desktop.
2. The installation consists of a number of setup files all embedded into a single ZIP file for convenience. Extract the files into a folder, if necessary.
3. Run the setup.exe file from your desktop or folder and select the default options.
4. Start the application from the program menu or the icon on your desktop.
5. Depending on the Terminus version, you may be asked to verify the digital signature. Select "Open" to continue. For more details, please read the section on digital signatures.

Terminus starts in the main terminology form. This is used to enter, edit and view your terminology.

### 2.2 Registration

1. Open the registration form using the menu option Options → Registration.
2. Enter your registration name, code and any additional information.
3. Close the registration form using the "Exit" button.
4. You may need to restart the application for the changes to take effect.

If you do not have a registration code, please contact support.

### 2.3 Languages

1. Open the language form using the menu option Options → Language.
2. Set the language names that you wish to use in this database. These values are used to display the languages on the main terminology form, search screens and on reports.
3. Set the first language to be the language that you are likely to use most as many of the options and lists will default to this language. Set the other languages in order of decreasing importance.
4. Optionally you may set a colour that corresponds to each language. These colours are used on the search results screen to easily identify the different languages.
5. Close the language form using the "Exit" button.
6. You may need to restart the application for the changes to take effect.

### 2.4 Descriptors

1. Open the descriptor form using the "Descriptor" button on the main terminology form.
2. Enter the up to 20 characters for each descriptor and a short description.
3. Close the descriptor form to return to the main terminology form.

Before you decide on your descriptors, I suggest that you read the section "Organising your data".

### 2.5 Entering Data

You manually enter data using the Terminology form. Fields are provided for terms in all your

selected languages, terminology source and context. Each term must have a main descriptor and by double-clicking on available descriptors you can add additional descriptors.

## 2.6 Searching

1. Open the search form using the “Search” button the main terminology form.
2. Enter your search criteria in the search box.
3. Press return or click on the search button to display your results.

## 2.7 Reports

1. Open the print form using the “Print” button the main terminology form.
2. Select the languages, descriptors, sort order and style that you wish to view on the report.
3. Click on the print preview button to display your results or alternatively click on the print button to print your data on the selected printer.

## 2.8 Import

1. Open the import file select dialogue using one of “Import” menu options on the “Data” menu.
2. Select the file that you wish to import.
3. Map the database languages with the language tags defined in the file that you wish to import. Languages not mapped will not be imported.
4. Either Map the descriptors and additional descriptors to fields in the import file or set values for these fields explicitly.
5. Import the data using the “Import” button.
6. Close the import form to return to the main terminology form.

# 3 Forms

## 3.1 Terminology

The terminology form is designed for the manual entry of data. Each term must have a descriptor and should contain at least one language term. Optionally, a term may have source, context and additional descriptor values. Complete the data entry either by using the Enter key or by moving to the next record.

Descriptor	Select a descriptor from the drop down list. This field will default to the value last used.
Language	Enter a term or select a term from the drop down list.
Source	Enter a source or select a source from the drop down list.
Context	Enter a context value.
Additional Descriptors	The left hand column displays the available descriptors. The right hand column, the values selected for this term. Double click on a descriptor in the left hand column to add an additional descriptor for this term. Double click on a descriptor in the right hand to remove the additional descriptor.
Sort	Sort the terminology by language or date. The default sort order is alphabetically on the first language displayed on the page.
Created	Displays the date and time that the entry was created.

Modified	Displays the date and time that the entry was last modified.
Print Terminology	Print and export terminology. See print form for details.
Open Descriptor	Add, modify or delete descriptors. See descriptor form for details.
Open Search	Comprehensive terminology search. See search form for details.
Search / Set Filter	Simple search filter to limit the displayed terms to those that match the requested pattern. Use clear filter to show all terms.
Clear Filter	Clear the current filter and display all terminology.
First Record	Display the first term in the current terminology set. Both the current filter and the sort order will influence what is considered to be 'first'.
Previous Record	Display the previous term in the current terminology set.
Next Record	Display the next term in the current terminology set.
Last Record	Display the last term in the current terminology set.
Add	Add a new term to the database.
Delete	Delete the current term from the database.
Exit / Close	Exit the Terminus application.

### 3.2 Descriptor

Add, modify or delete the descriptors.

Descriptor	The descriptor may be up to 20 characters long and should not contain either a comma (,) or a semi-colon (;).
Description	Enter a description.
Entries	Displays information on the number of terminology entries for each descriptor. The left hand column displays the number of terms that use this as the main descriptor. The right hand column, the number of terms that use this as an additional descriptor.
Add	Add a new descriptor to the database.
Delete	Delete the current descriptor from the database. An arrow in the left hand column defines the current descriptor.
Close	Close the descriptor form and return to the main terminology form.

### 3.3 Import

Import data from a text file or spreadsheet. Choose the file format by selecting the appropriate "Data" menu option.

Import Columns From File	
Descriptor	Select a column from the import file to map to the descriptor.
Additional Descriptors	Select a column from the import file to map to the additional descriptors.
Languages	Select a column from the import file to map to each of the languages to import.
Override File Descriptors	
Descriptor	Select a descriptor from the database to use for all imported terminology.
Additional Descriptors	Select descriptors from the database to use as additional descriptors for all imported terminology.
Import	Import the terminology.

**Close** Close the import form and return to the main terminology form.

If descriptors and additional descriptors are both mapped from the import file as well as set to override values then the import values will be ignored.

### 3.4 Print

The Print form provides options for printing or exporting terminology. Options include which languages to display, how the terminology should be sorted and whether to include descriptor or Context values.

Languages	Specify which languages to display on the report.
Sort	Specify the sort order. This will also influence which language appears in the left hand column of the report.
Report Type	Select whether the report should be printed in either portrait or landscape modes and also if the report should display data grouped by the main descriptor.
Include Context	Include context field in export. Context is only displayed in CSV and RTF exports.
Include Additional Terminology	Include terminology on the report if the selected descriptors are set in the terms' Additional Descriptor field. Without this option, only terms that have the descriptor set as the main descriptor will be included in the report.
Report Title	Define a report title. This will replace the default report title.
Descriptors	Select which descriptors should be displayed on the report. If no descriptors are selected then all terminology will be printed.
CSV Export	Export the data in text (CSV) format. See Import / Export Format for details.
RTF Export	Export the report in RTF format.
Preview	Preview the terminology report.
Print	Print the terminology report to the selected printer.
Close	Close the print form and return to the main terminology form.

### 3.5 Print Preview

Preview the report before printing. To close the preview form, either right-click on preview form background and select Close or use the Close Window in the top right of form. In some versions of Access, the close window button is missing from the print preview windows. For these versions, please use the Close Reports menu option to close the window.

### 3.6 Search

Query the database. Enter a query or select a value from previous queries.

Query	Enter or select a search value. If this value is not set then all terminology will be displayed. This field stores the last 10 search values allowing the user to quickly return to previous search results.
Descriptor Search	Select a descriptor to limit the number of results.
Include Additional Terminology	Also search for the descriptor in the Additional Descriptors

	field.
Search Language	Select the language(s) to search.
Display Language	Select the language(s) to display. Search languages are always displayed.
Sort By	Sort by language, descriptor or date.
Whole Word	Search for whole words only.
Report Title	Define a report title. This will replace the default report title.
Search	Perform the search or press the Enter key.
Results	Displays the results of the query. Clicking on a term copies the term into the clipboard buffer. Double clicking on a term switches the form to the main terminology form and displays the selected term. This also sets the current filter to match the query results. Selecting the search button on the main terminology form switches back to the query results. See also Clear Filter on the terminology form.
Edit Terminology	Using the Edit Terminology button has the same effect as using double click in the results window. If, however, no term has been selected in the results window the terminology form will display the first entry in the result set.
Print	Print a terminology report based on the search results.
Preview	Preview the terminology report.
Close	Close the search form and return to the main terminology form.

For reasons of speed, a maximum of 2000 terms are displayed in the results window. If the number of results exceeds 2000, the results are displayed in italics and a notice is displayed underneath the results window showing the total number of matches. The report preview and print will, however, display and print all terminology.

### **3.7 Database**

Terminus allows you to use any number of databases. Use this dialogue to open and use a different set of terminology. The default database is entitled "Terminus\_Data.mde".

You should remember to make regular backups of all terminus data files.

The dialogue is located on the menu under File → Open Database.

### **3.8 Printer Setup**

Select the printer to be used for all reports. This is initially set to the windows default printer.

The dialogue is located on the menu under File → Printer Setup.

### **3.9 Language**

Define the languages and the colours to be used in this database. Please note that changing the language will not change the terminology.

Language	Set the name of each language.
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Colour	Set the colour of each language.
Default Colours	Reset the colours to their default values.

The dialogue is located on the menu under Options → Language.  
You may need to restart the application for the changes to take effect.

### **3.10 Advanced Mode / Edit Mode Colours**

Terminus supports an option that allows beginners to confirm changes that they have made to their terminology. Advanced mode disables this feature and allows for much faster manual entry of data.

View Mode Colour	Set the default background colour.
Edit Mode Colour	Set edit mode background colour.
Default Colours	Reset the colours to their default values.
Advanced Mode	Switch between beginner and advanced mode.

The dialogue is located on the menu under Options → Mode.  
You may need to restart the application for the changes to take effect.

### **3.11 Registration**

Enter your registration data. Please enter these values exactly as provided by the Terminus support team. If you do not have a registration code, please contact support. Please note that the Terminus functionality is limited in unregistered versions. Please note also that a registration details cannot be changed.

Registration Name	Enter the name used to register Terminus.
Registration Location	Enter the location used to register Terminus.
Registration Code	Enter the code provided by the Terminus support team.

The dialogue is located on the menu under Options → Registration.  
You may need to restart the application for the changes to take effect.

### **3.12 About**

This dialogue displays:

- Application version and support details,
- Registration information and
- Details about the Terminus database that is currently in use.

The dialogue is located on the menu under Help → About.

## **4 Organising your data**

Terminus allows you to organise your data into different subjects, glossaries or groups. It does this by allowing you to associate your terminology with one or more classifiers known as descriptors. Each term has one main descriptor and as many additional descriptors as you need. Using these descriptors, you will be able to search and report specific terminology for the groups that you have defined.

While the use of descriptors is not necessary, it is important to understand how the classification works so that you gain the full benefit of descriptors if you so wish.

Each term has one main descriptor and zero or more additional descriptors. When searching and reporting terminology, it is possible to limit the search to one or more descriptor. On extremely large databases, this may reduce the number of terms that match the search criteria, which will simplify finding the term that you are looking for. It will also allow you to display all the terms stored in a particular group.

For example, if you set up descriptors for sport and you were trying to classify the term 'dive' in your database, it would be useful to be able to differentiate between Football and Swimming. To do this, simply add the Football descriptor to the Football term and the Swimming descriptor to Swimming term. It would also be useful to add both of these terms to a more general group such as Sport, this will then later allow you to search for:

- 'dive' in all of your terminology,
- 'dive' generally within Sport,
- 'dive' within the context of Football or Swimming,
- 'dive' just within the context of Football or
- 'dive' within Swimming.

#### **4.1 Main versus Additional Descriptor**

The question that arises here is whether Sport or Football should be the main descriptor and which should be the additional descriptor? The answer is that it really doesn't matter. Searching and reporting just within Football or Swimming or Sport is possible whichever way you decide to organise your data although searching only within the main descriptor may be slightly faster. The only restriction is how you wish to display your data on terminology reports and searches.

Search and Report results can be displayed in one of two ways in Terminus:

- A list of terms sorted alphabetically or
- A list of terms grouped together by the main descriptor and sorted within each descriptor.

Taking the above example and assuming that you organised your data using Football and Swimming as the main descriptors and Sport as an additional descriptor for all Football and Swimming terms, this would allow you to produce the following reports:

- All terminology sorted alphabetically.
- All terminology grouped by the main descriptor and sorted alphabetically within each group.
- All Sport terminology sorted alphabetically.
- All Sport terminology grouped by Football & Swimming, etc. and sorted alphabetically within each group.
- All Football & Swimming terminology sorted alphabetically.
- All Football & Swimming terminology grouped by Football & Swimming and sorted alphabetically within each group.
- All Football terminology sorted alphabetically.
- All Swimming terminology sorted alphabetically.

If the descriptors are reversed so that the terms all have Sport as the main descriptor and Football or Swimming as additional descriptors, then the following reports are possible:

- All terminology sorted alphabetically.
- All terminology grouped by the main descriptor and sorted alphabetically within each

group.

- All Sport terminology sorted alphabetically.
- All Football & Swimming terminology sorted alphabetically.
- All Football terminology sorted alphabetically.
- All Swimming terminology sorted alphabetically.

The important thing to remember is that if you want to produce a report where the terminology is grouped by the descriptor, the grouping is done only on the main descriptor. So, if the main descriptors for each term are Football and Swimming, it will be possible to produce a single report with the terms subdivided into these groups. If Sport is the main descriptor, both terms will always appear within the same section. In all cases, however, you will always be able to create a single report with all the terminology belonging to one or more descriptors.

The best way to classify your terminology is to set the main descriptor to be as descriptive as possible of the subject in question and the additional descriptors to be a more general grouping. How 'descriptive' you wish this to be is, of course, up to you.

## 5 Import / Export Format

### 5.1 Text (CSV)

Text import format should be comma-separated values (CSV). This is a standard format also used by Terminus to export data.

The first row in the file is considered to contain column titles and each subsequent row contains data. A comma separates each column or value. All values should be quoted. The number of rows is unlimited but each row should have the same number of columns and match the number of titles given in the first row.

An example file might look as follows:

```
"Language_1", "Language_2", "Language_3"  
"Term_1_1", "Term_1_2", "Term_1_3"  
"Term_2_1", "Term_2_2", "Term_2_3"  
"Term_3_1", "Term_3_2", "Term_3_3"
```

The languages are defined as Language\_1, Language\_2, etc. These values are used to map the data to the correct language on import.

The remaining rows are the data. Each value in a column maps to the language defined in the first row and each row is a term in the various languages.

Descriptors can be imported in exactly the same fashion. The column might be called, for example, Descriptor and should contain descriptors that have already been defined in the database. An additional descriptors column should contain a list of pre-defined descriptors separated by semi-colons (;). For example:

```
"Language_1", "Language_2", "Language_3", "Descriptor", "Additional"  
"Term_1_1", "Term_1_2", "Term_1_3", "Descriptor_1", "Descriptor_2;Descriptor_3"  
"Term_2_1", "Term_2_2", "Term_2_3", "Descriptor_1", "Descriptor_2;Descriptor_4"  
"Term_3_1", "Term_3_2", "Term_3_3", "Descriptor_5", "Descriptor_2;Descriptor_3"
```

The order of columns is not important.

## 5.2 Spreadsheet

The spreadsheet format is similar to the Text/CSV format and the example above would look something similar to the following:

	A	B	C
1	Language_1	Language_2	Language_3
2	Term_1_1	Term_1_2	Term_1_3
3	Term_2_1	Term_2_2	Term_2_3
4	Term_3_1	Term_3_2	Term_3_3

Or, if you are importing terminology already classified with descriptors:

	A	B	C	D	E
1	Language_1	Language_2	Language_3	Descriptor	Additional
2	Term_1_1	Term_1_2	Term_1_3	Desc_1	Desc_2;Desc_3
3	Term_2_1	Term_2_2	Term_2_3	Desc_1	Desc_2;Desc_4
4	Term_3_1	Term_3_2	Term_3_3	Desc_5	Desc_2;Desc_3

These values may be imported identically to the Text/CSV example.

Terminus currently supports the following spreadsheet formats: MS Excel versions 97-2003

## 6 Copyright

Terminus is copyright © Nils Wintringham and is not free software. The unregistered version is provided only to allow you to try before you buy. If you use Terminus, please pay for it.

The unregistered version is fully functional and is limited only in the number of entries that may be inserted. Upon registration any data that has already been added will still be available.

Terminology entered into the system is the copyright of licence holder.

## 7 Support

If you have any problems, find any errors or just generally have any suggestions or requests for new features, please contact the support team: [terminus@wintringham.ch](mailto:terminus@wintringham.ch)

## 8 System Requirements

There are two versions of Terminus available for download. These are the minimum requirements for the Windows 2000 version:

CPU	Minimum requirement is a Pentium processor with a clock speed of at least 233 megahertz (MHz). Recommended as a minimum is a Pentium III or faster processor.
Operating System	Microsoft Windows 2000 Service Pack 3 (SP3) or later. Microsoft Windows Server 2003 or later. Microsoft Windows XP or later.
Memory	Minimum 128 MB. Recommended minimum 256 MB.
Disk Space	Terminus and run time libraries require approximately 50 MB.

Minimum requirements for the Windows XP version:

CPU	500 megahertz (MHz) processor or higher
Memory	256 megabyte (MB) RAM or higher
Display	1024x768 or higher resolution monitor
Operating system	Microsoft Windows XP with Service Pack (SP) 2, Windows Server 2003 with SP1, or later operating system.
Disk Space	Terminus and run time libraries require approximately 150 MB.

These values are based on Microsoft Office recommendations.

## 9 Uninstall

Terminus can be uninstalled using the “Add/Remove Programs” on the Control Panel.

When un-installing or upgrading, you should always make back up copies of all your data files.

## 10 Digital Signature

If you download and install the Windows 2000 version of Terminus, you will be asked to verify the Digital Signature. The XP version is also digitally signed but you can probably ignore this section, as the user does not have to worry about verification.

Digital signatures prove

- who is the originator of the application,
- that the code contained within the application has not been tampered with by a third-party and
- that the customer will not be installing some malicious code on his or her computer.

The big advantage is that the user can be sure where the application originated. The disadvantage is that the user has to know a little about installing and accepting digital signatures.

When you first start the application, you will be asked whether you trust and wish to run the application. The screen displays that the code has been signed by Nils Wintringham and if you check the certificate details (Details → View Certificate → Details) you will see the thumbprint:

98 45 26 93 18 21 b8 b6 25 c7 be 6c c9 87 b8 6b fb 5f 67 fa

If certificate matches the details above then you can be assured that the code that you are running has not been tampered with and you can safely run the application.

If you do not wish to do this every time you start the application, I recommend that you click on the option ‘Always trust files from this publisher’. The application will then start automatically next time.

If this option is not available then you should install the CACert root certificate using Internet Explorer as described below.

If you are using IE7:

- On the CACert website ([www.cacert.org](http://www.cacert.org)) select the Menu Option “Root Certificate”.

- Select the option  
"Class 1 PKI Key - Root Certificate (PEM Format)"
- Open the certificate and check the fingerprint matches that displayed on the page
- Select "Install Certificate"
- Follow the instructions using the default options.

If you are using IE5 or IE6:

- On the CACert website ([www.cacert.org](http://www.cacert.org)) select the Menu Option "Root Certificate".
- Select the option  
"Class 1 PKI Key - Click here if you want to import the root certificate into Microsoft Internet Explorer 5.x/6.x"
- Select 'Yes' to install the certificate

For more information on installing the root certificate, please take a look at this FAQ: [CACert Wiki](#)