

Lesson No. 4

Working with Subject Categories

In this lesson you will add subject categories to your thesaurus in order to create groups of geographical terms based on their Time Zone. Then you will see just how easy it is to generate classified displays and reports.

Here is what you are going to do in this lesson:

1. Define a new classification (Time Zones)
2. Enter the codes and description for your classification
3. Assign category codes to your terms
4. Display terms by category code
5. Print a listing of category codes and names
6. Print the Classified Report
7. Print the Classified Report (Top-down format)

1. Defining a new classification

When you create a thesaurus with MultiTes 2005 Pro, the system automatically creates the standard relationship SC for Subject Categories. In this lesson you are going to define a new classification: TZ for Time Zones.

1.2 On the **Define** menu, click **R**elationships

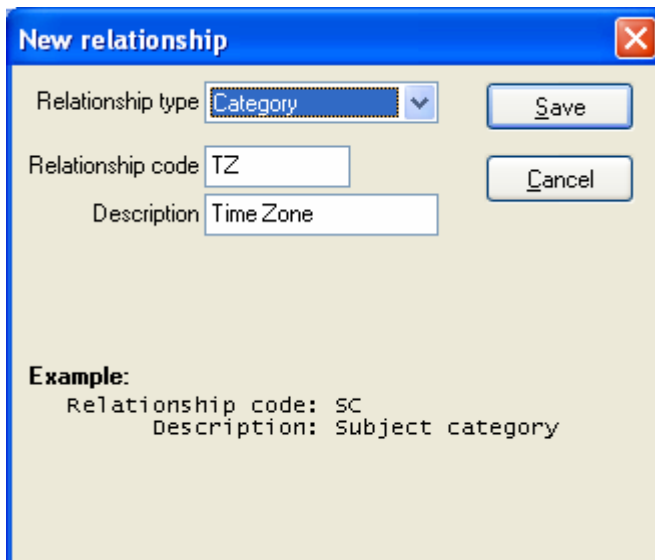
1.3 Click **N**ew

1.4 Select Relationship Type: **C**ategory

1.5 Enter

Code: **TZ**

Description: **Time Zone**



New relationship

Relationship type:

Relationship code:

Description:

Example:
Relationship code: SC
Description: Subject category

1.6 Click **S**ave

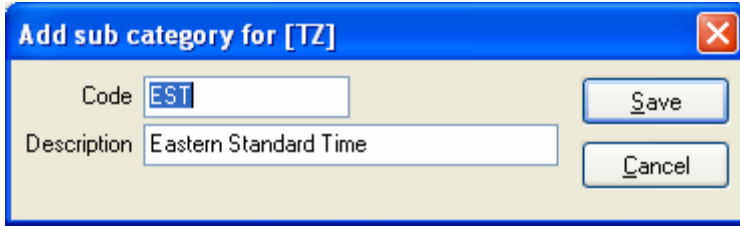
1.7 **C**lose this window

2. Entering codes and description for your classification

2.1 On the **Define** menu, click **C**ategories

2.2 Select Classification: **TZ- Time Zone**

2.3 Click **N**ew



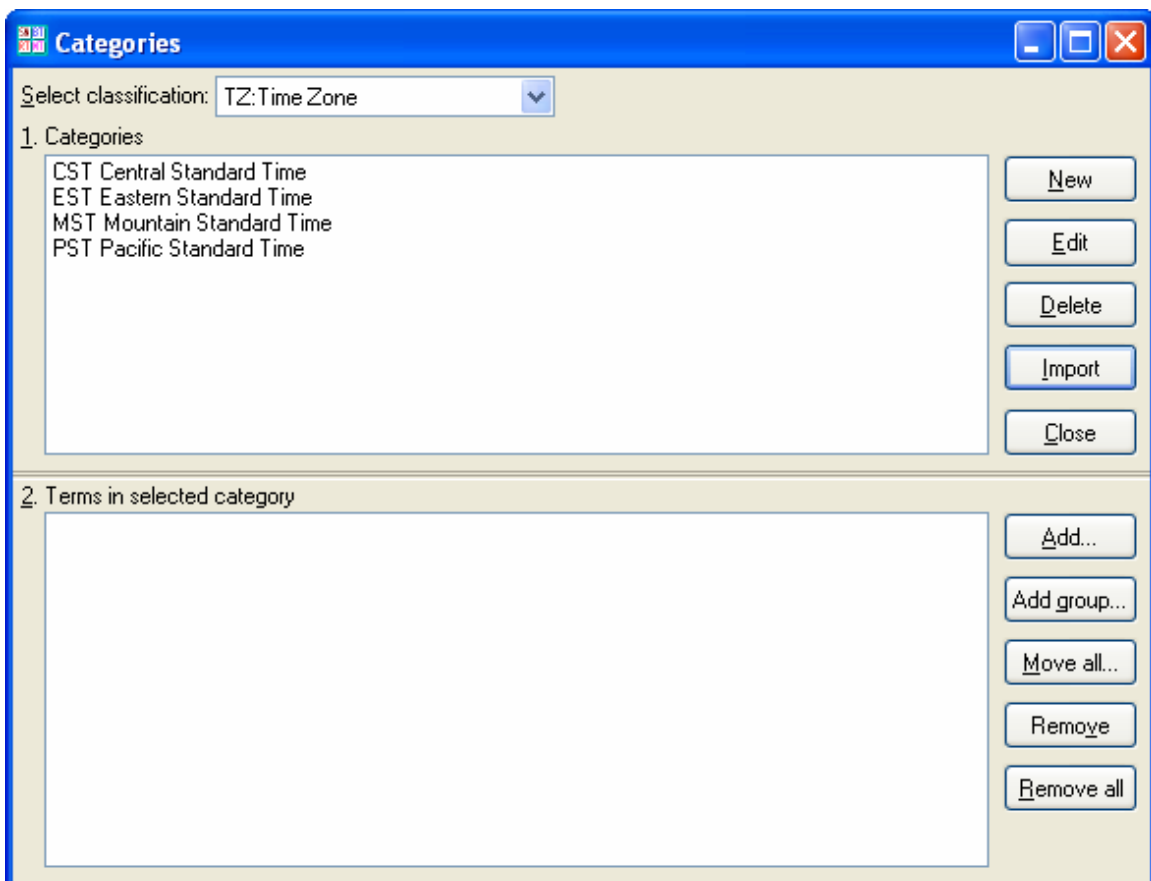
2.4 Enter

Code: **EST**
Description: **Eastern Standard Time**

2.5 Click **Save**

2.6 Repeat the same steps for:

PST Pacific Standard Time
CST Central Standard Time
MST Mountain Standard Time



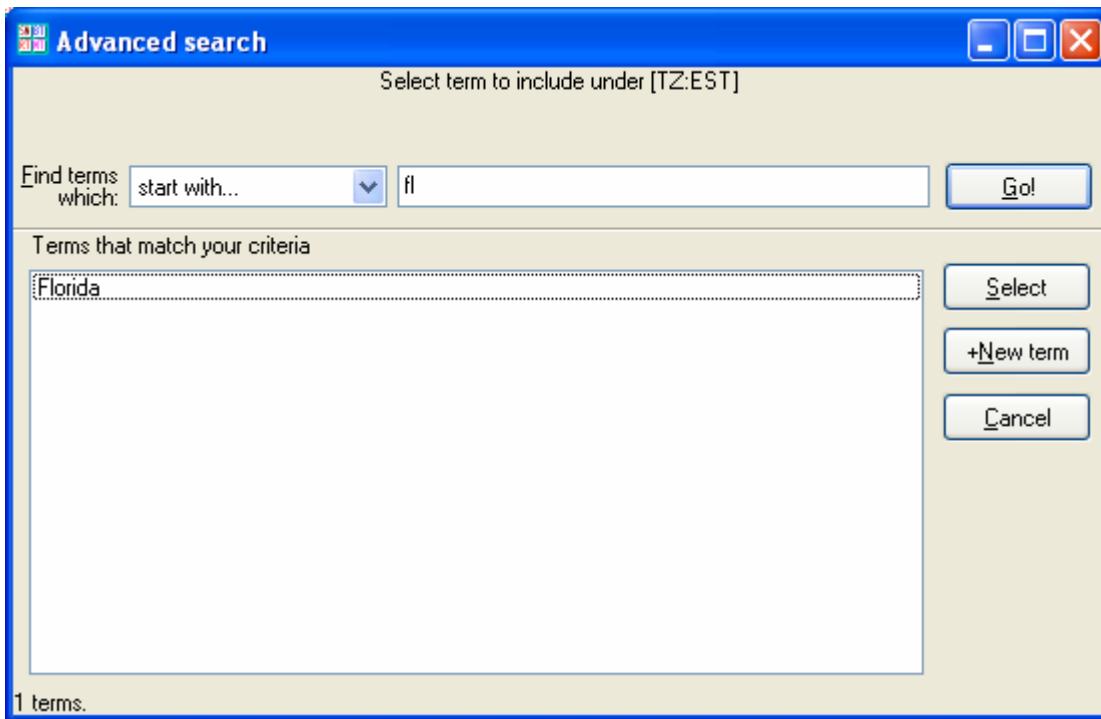
3. Assigning category codes to your terms

3.1 Highlight **EST Eastern Standard Time**

3.2 Click **A**dd

3.3 Start typing **Florida**

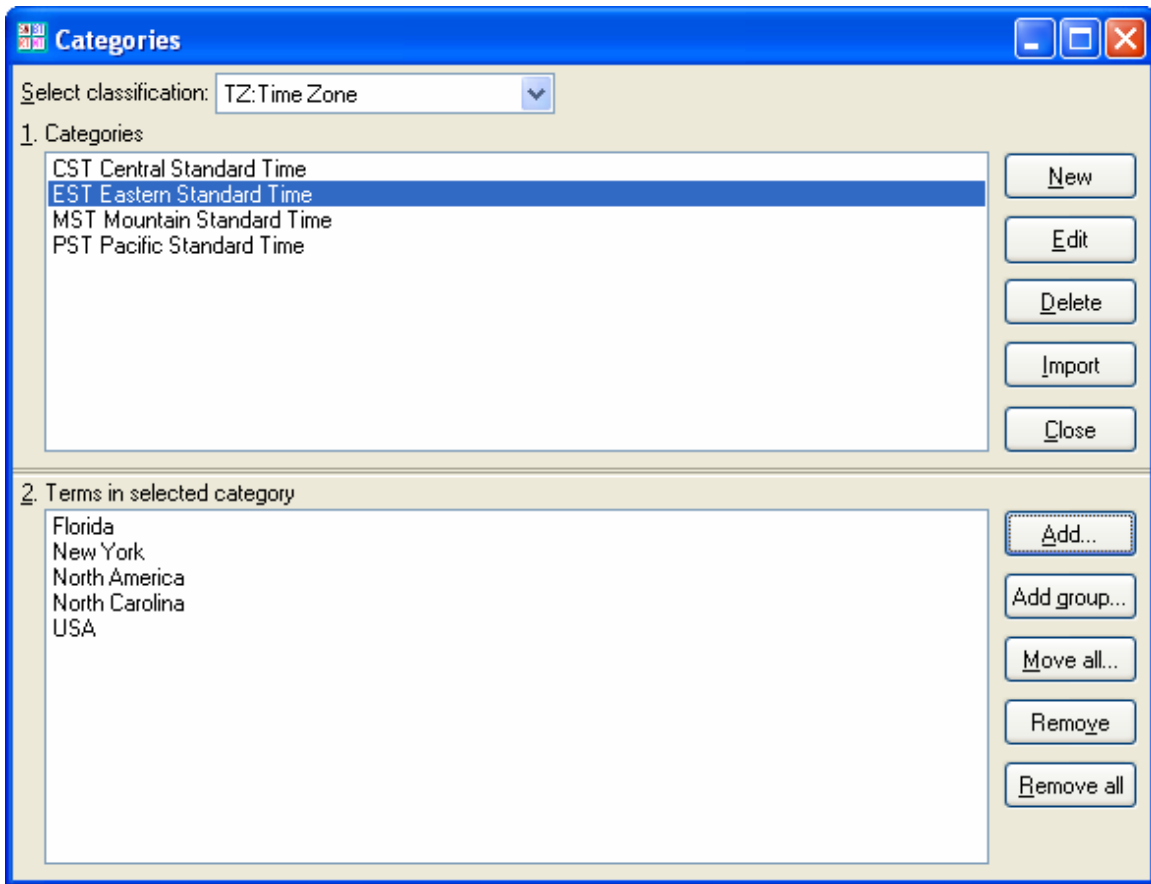
After you enter the first two characters (“fl”), **Florida** will be listed in the search box.



3.4 Double click **Florida**

Now **Florida** will be listed as a term in this category

3.5 Add North America, North Carolina, New York, and USA to **EST Eastern Standard Time**



3.6 Add California, North America, and USA to **PST Pacific Standard Time**

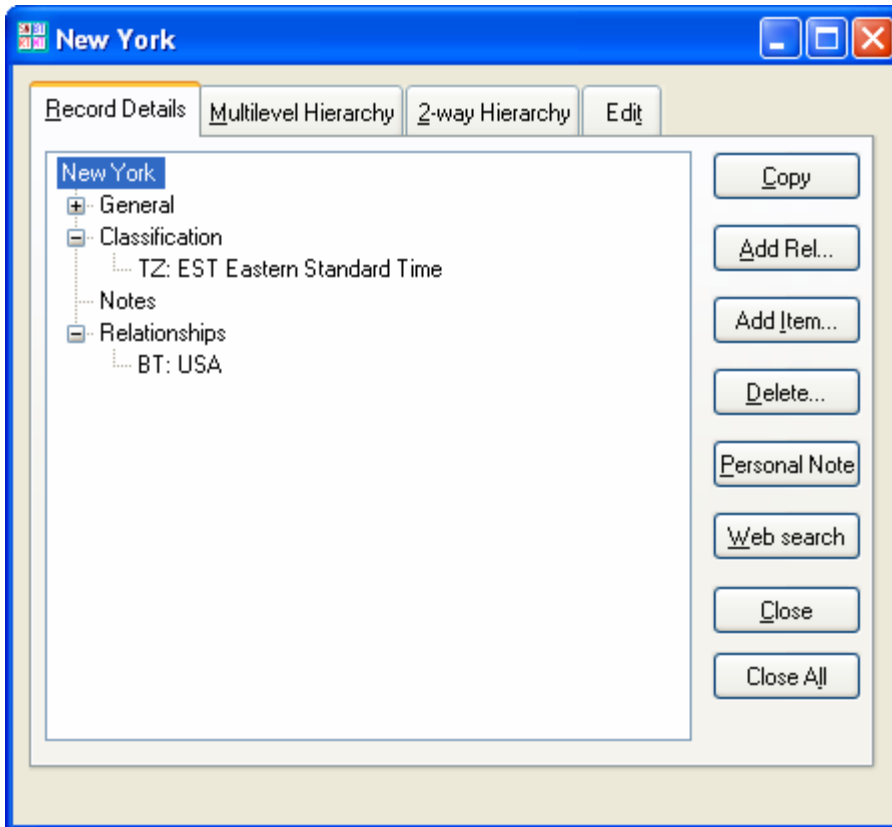
3.7 Add North America, North Dakota, and USA to **CST Central Standard Time**

3.8 Add North America and USA to **MST Mountain Standard Time**

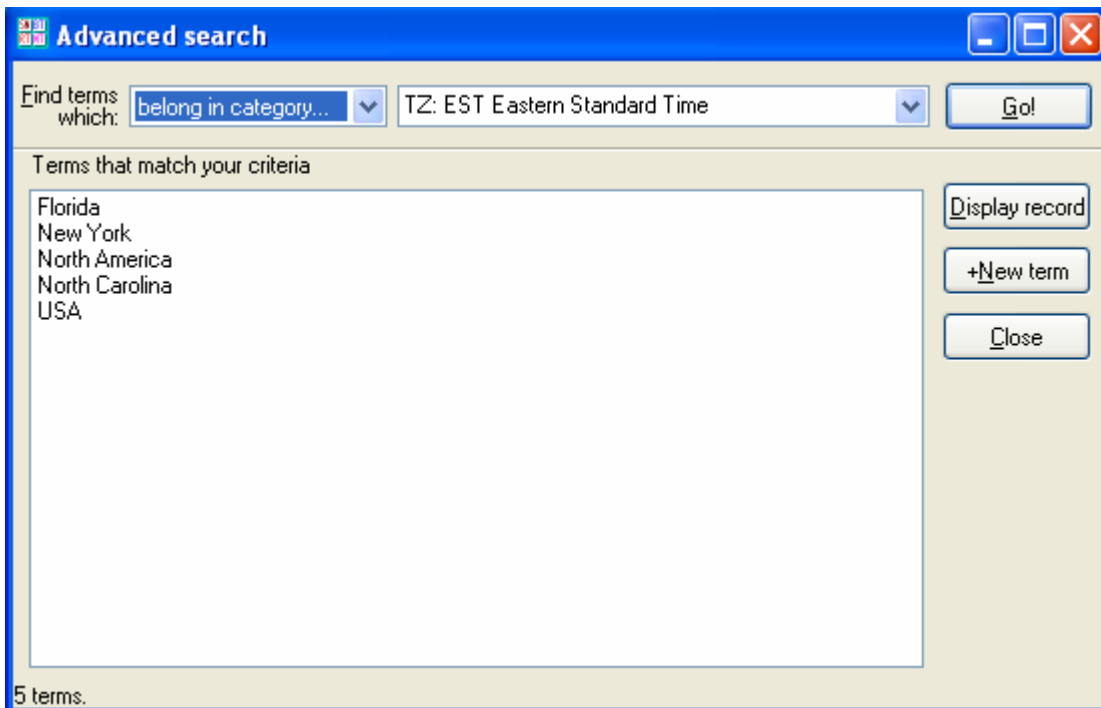
3.9 Click **C**lose

4. Displaying terms by category codes

4.1 Double click **N**ew York



4.2 Double click **EST Eastern Standard Time**

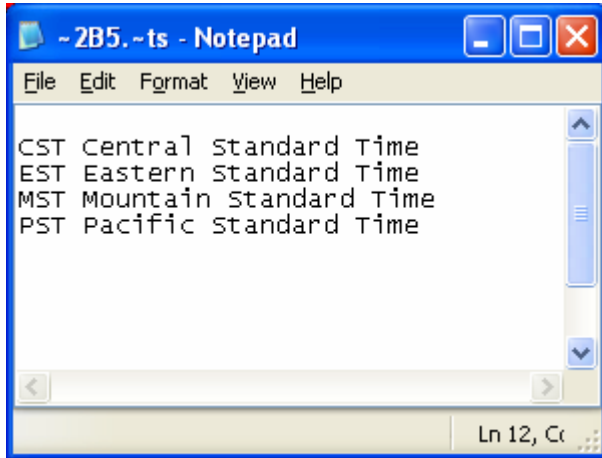


4.3 **Close** this window and the Term Record Display for NY

5. Printing a listing of category codes and names

5.1 On the **Reports** menu, click **Subject Categories**

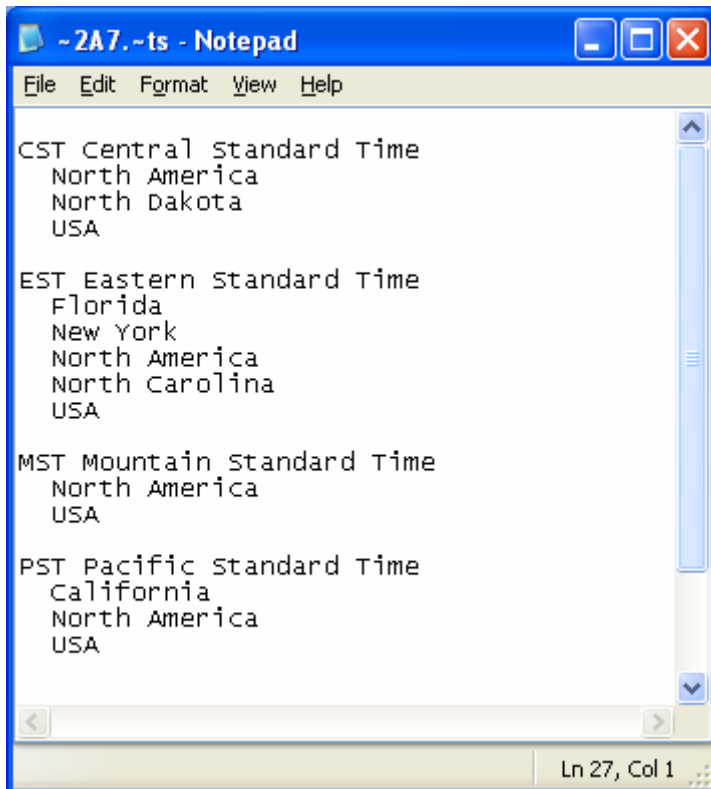
5.2 Select **TZ** as the Main category and click **Print/Export**



6. Printing the Classified Report

6.1 On the **Reports** menu, click **Classified Report**

6.2 Select **TZ** as the main category and click **Print/Export**



7. Printing the Classified Report in Top-down format

7.1 On the **R**eports menu, click **C**lassified Report

7.2 Select **TZ** as the main category

7.3 Check the box for **[x]** Print the terms in top-down hierarchical format

7.4 Click **P**rint/Export

