

# Getting Familiar with MultiTes Pro

In this lesson you are going to learn just how easy it is to create your own thesaurus with MultiTes Pro. You are going to input terms and relationships in order to create a Thesaurus of Geographic Locations.

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

1. Create your first thesaurus
2. Input terms (raw vocabulary)
3. Build relationships between terms
4. Use the Quick Data Entry screen
5. Display Term information
6. View more options to enter New Terms
7. View more options to build Relationships
8. Print the Alphabetical Report
9. Create your second thesaurus

The following pages will give you all the information required to complete each one of these steps.

## 1. Creating your First Thesaurus

1. Start the system
2. On the File menu, click New, the system will prompt you for a filename and location
3. Type **Geographic Locations** and press Enter , the system will now prompt you for a description for this thesaurus
4. In Description enter **Thesaurus of Geographic Locations** and press Enter

## 2. Entering Terms

1. Press Ctrl-N
2. Type **USA**

**+New term** Close

New term

Term  Save

Approval date  Cancel

Not valid date

Status  ▼

Flag

TNR

Input date  By

Last Updated  By

Stay on top

3. Press Enter to save the new term

**MultiTes 2005 Pro v2006.08.15 - C:\p\mtix06\data\geographical locations.th2** \_ □ ×

File Edit Define Term Reports Window Help

Search term:  Go!

[ESC] clear [Enter] search

Adv Srch Refresh New term Display Flag +Rel Wiz

Term	Status	Flag	Relationships	Notes	Categories	Translati
USA	A		-	-	-	ENG

1 terms. MSUser (open access) ENG

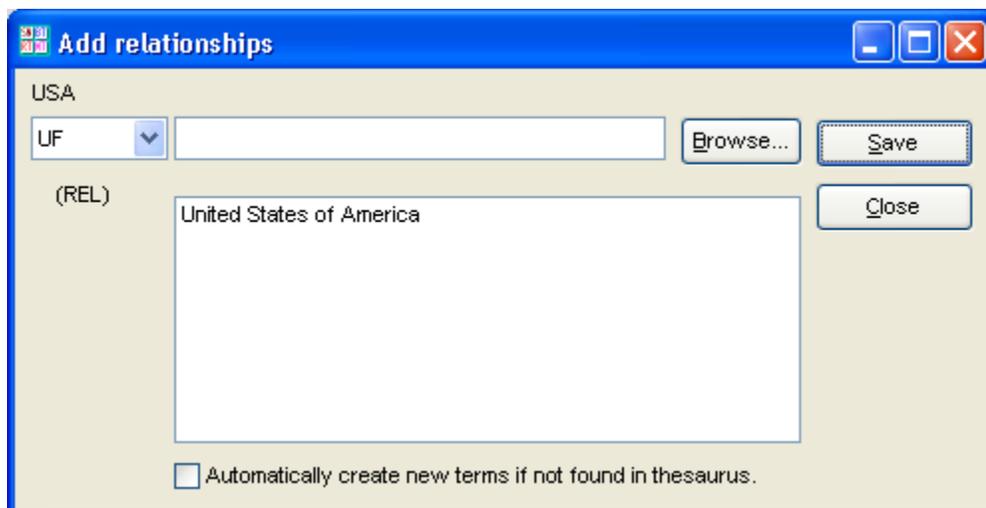
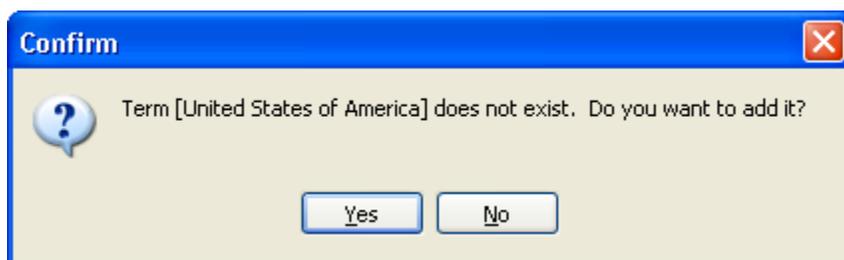
### 3. Creating Relationships between terms

1. Press Ctrl-A

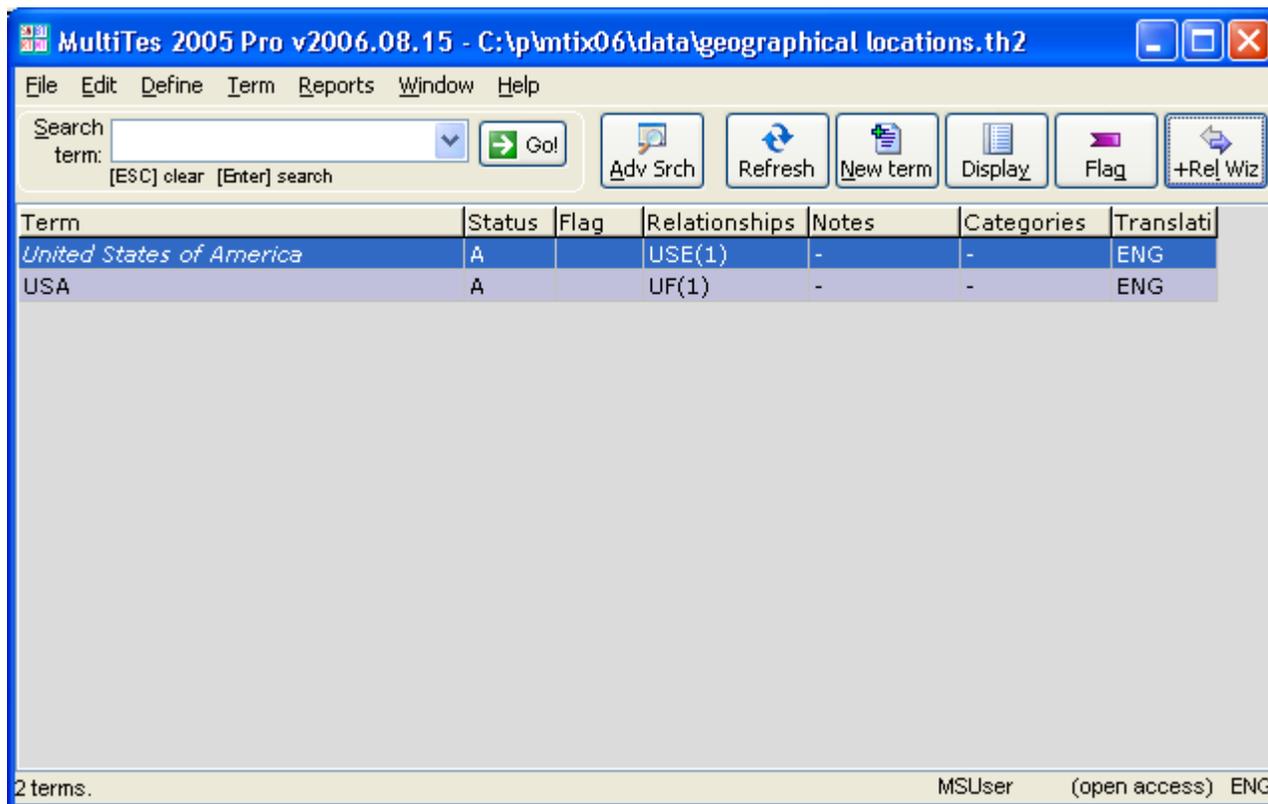
2. Select code UF, then press Tab
3. Type **United States of America** and press Enter



4. Click Yes when prompted to add the term.

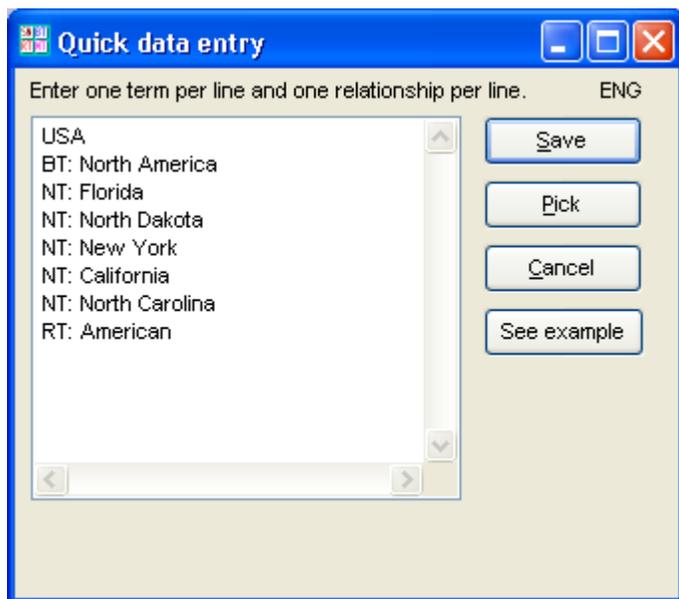


5. Press the Esc key to close this window and go back to the main browser

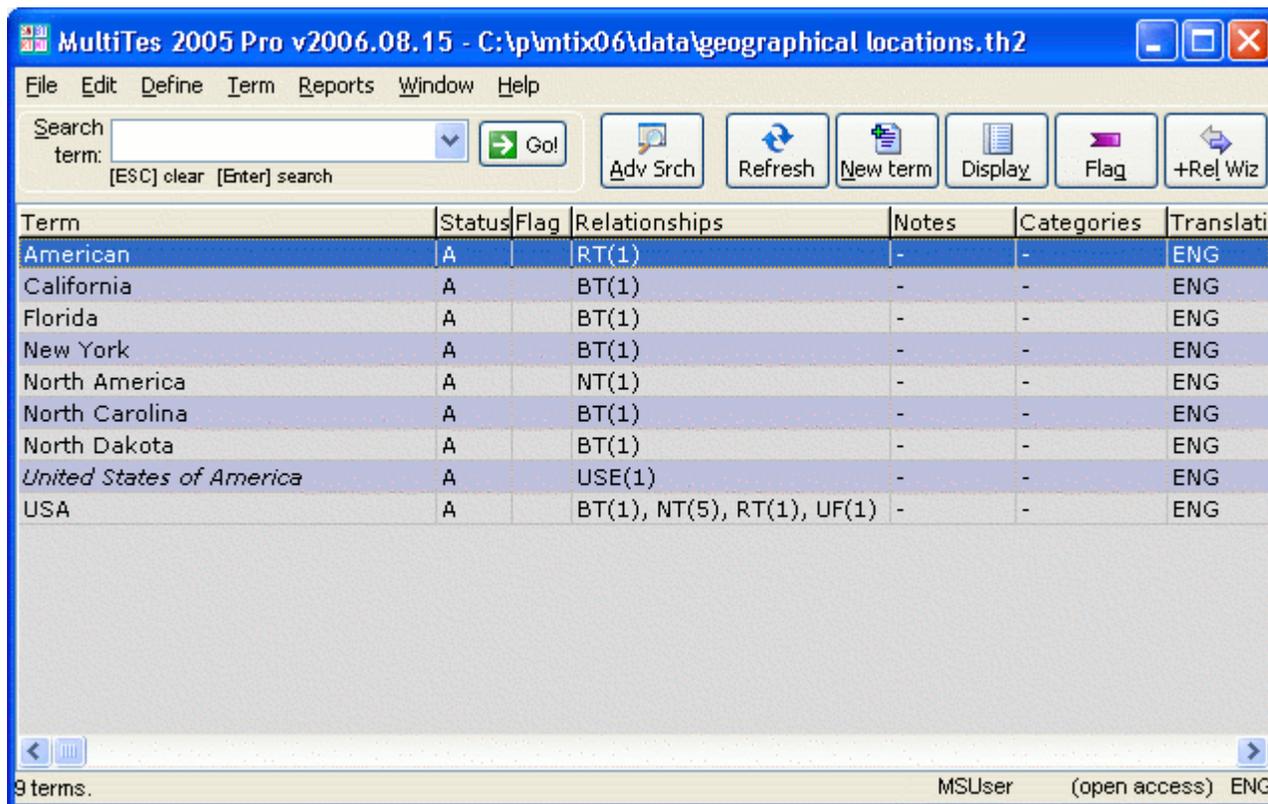


#### 4. Using the Quick Data Entry screen

1. Press Ctrl-Q
2. Type in the terms and relationships as show below



3. Click the Save button. The system will import the terms and relationships, and it will create all the corresponding reciprocal relationships in a single operation.



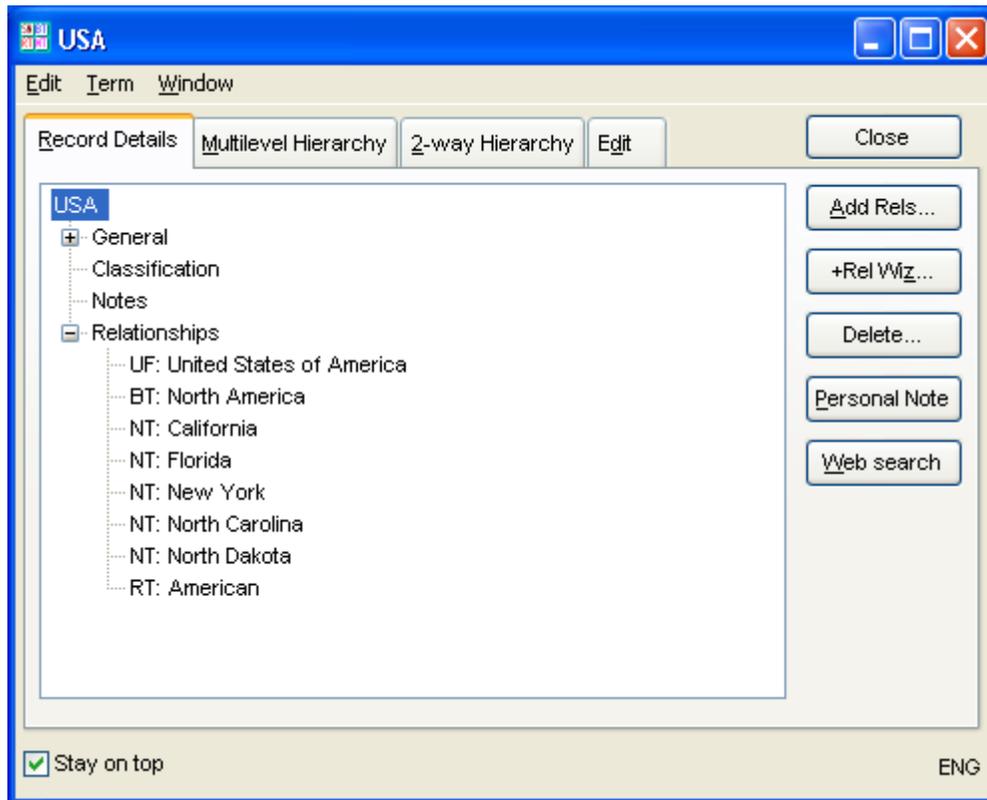
The main browser shows the terms with their corresponding status, type, flag, relationships, notes, and categories.

You can resize the columns by clicking and dragging the vertical line on the column header (we will be doing this in Lesson No. 2).

## 5. Displaying term information

Term record information window can be accessed by first selecting the term to display from the main window (i.e. highlight USA), then use any of the following:

- In the main list, double click on the term in the main grid (i.e. USA)
- In the main list, highlight a term and press Enter
- Right click on a term and select Display Term Record
- On the main menu, select Term - Display Term Record (or use its short cut Ctrl-Z)
- Click On the main menu, select Term - Display Term Record (or use its short cut Ctrl-Z)
- Click the Display button on the button bar



## 6. More options for adding terms

Terms can be added to the thesaurus in many ways:

- Click the New Term button on the button bar
- Select Term - New term
- Copy a term to the clipboard (from another application) and then Edit - Paste term record.
- Select File, Import to import a text file with your terms

## 7. More options for building relationships

Relationships can be added to the thesaurus in many ways:

- Right click on a term, then select Add Relationships
- Right click on a term, then select +Rel Wiz
- Select Term - Add Relationships (or use its shortcut Ctrl-A)
- Click the +Rel Wiz on the button bar
- Display the Term Record and then click the Add Rels... button
- Display the Term Record and then click the +Rel Wiz button
- Select File, Import to import a text file with your terms and relationships

## 8. Printing the Alphabetical Report

1. On the Reports menu, click Alphabetical

MultiTes 2005 Pro v2006.08.15 - C:\p\mtix06\data\geographical locations.th2

File Edit Define Term Reports Window Help

Search term: [ESC] clear [Enter] s

Term

Term	Relationships	Notes	Categories	Translati
American	1)	-	-	ENG
California	1)	-	-	ENG
Florida	1)	-	-	ENG
New York	1)	-	-	ENG
North America	1)	-	-	ENG
North Carolina	1)	-	-	ENG
North Dakota	1)	-	-	ENG
United States of America	A USE(1)	-	-	ENG
USA	A BT(1), NT(5), RT(1), UF(1)	-	-	ENG

9 terms. MSUser (open access) ENG

Alphabetical

Select Term Range Display items Output options

First term  
American

Last term  
USA

Skip terms containing brackets "[ ]"

Output to:  
Screen

Print/Export

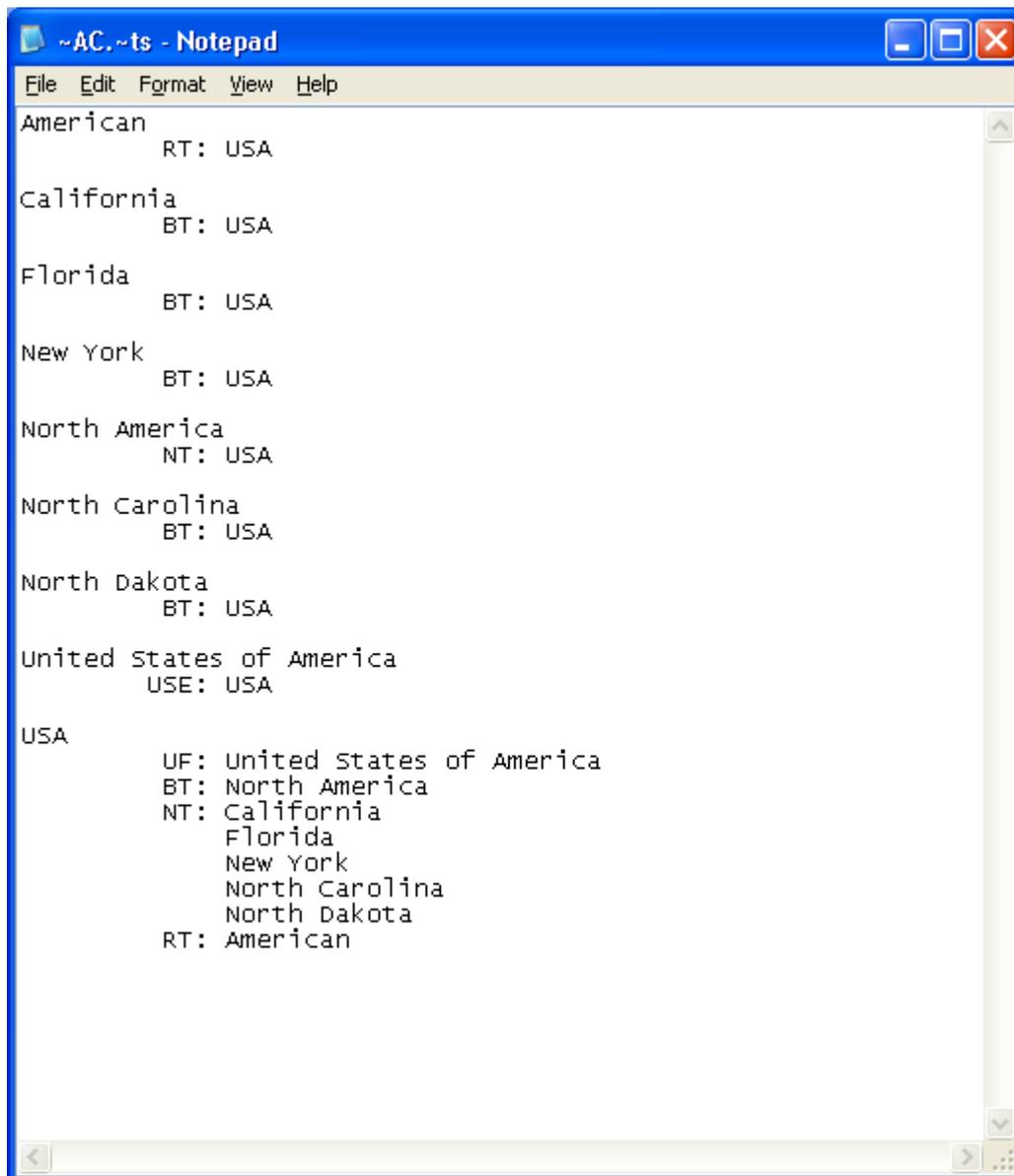
Cancel

Load settings

Save settings

< Back Next >

2. Click the Print button.



## 9. Creating your Second Thesaurus

1. On the File menu, click New
2. Type TEST and save this file

Please note that you do not need to close your active thesaurus in order to open a second or third thesaurus. MultiTes Pro allows you to work on multiple thesauri simultaneously.

Now close this thesaurus and go back to the original thesaurus (Geographic Locations).