

# 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:

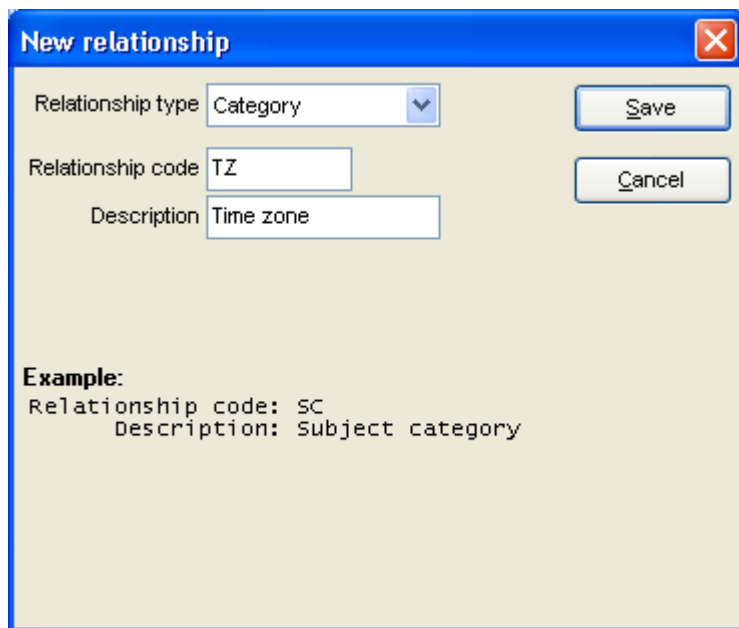
1. Define a new classification (Time Zones)
2. Enter the codes and description for your classification
3. Assign category codes to your terms
4. Display terms by category code
5. Print a listing of category codes and names
6. Print the Classified Report
7. Print the Classified Report (Top-down format)

## 1. Defining a new classification

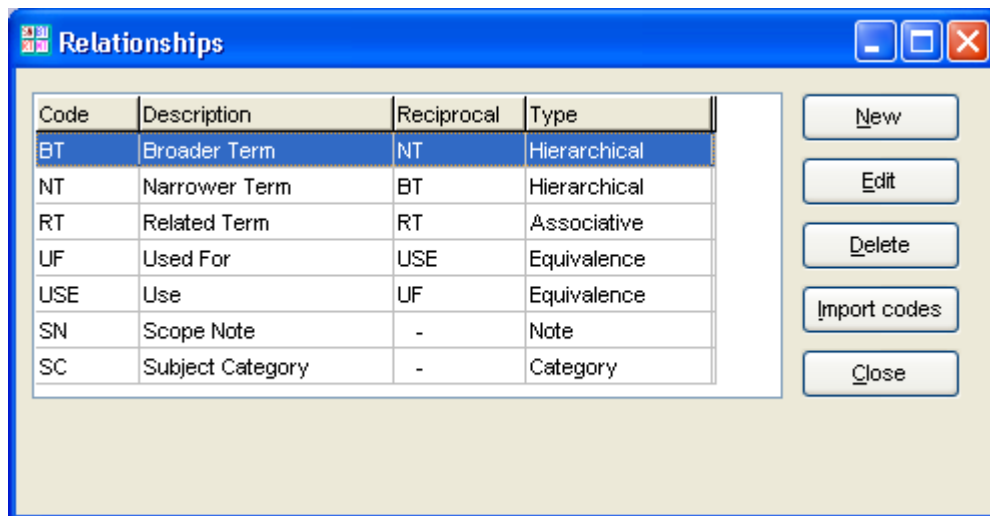
When you create a thesaurus with MultiTes Pro, the system automatically creates the standard relationship SC for Subject Categories. Now you are going to define a new classification: TZ for Time Zones:

1. On the Define menu, click Relationships
2. Click New
3. Select Relationship Type: Category
4. Enter:

Code: TZ  
Description: Time Zone



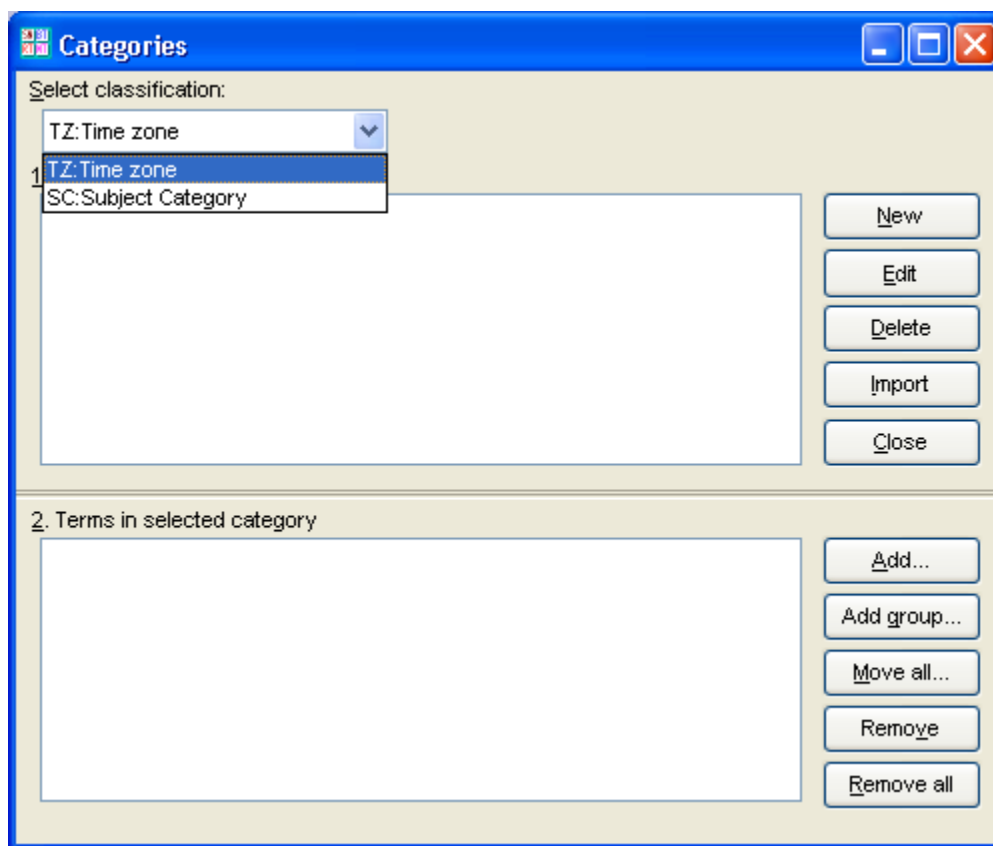
5. Click Save



6. Close this window

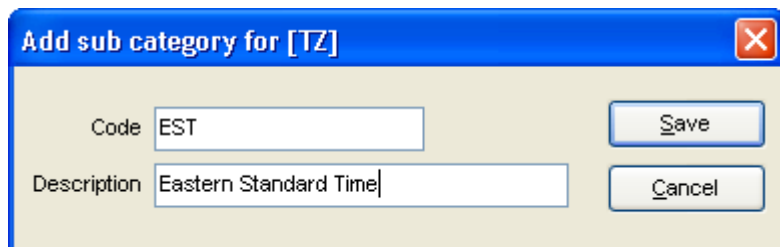
## 2. Entering codes and description for your classification

1. On the Define menu, click Categories
2. Select Classification: TZ- Time Zone

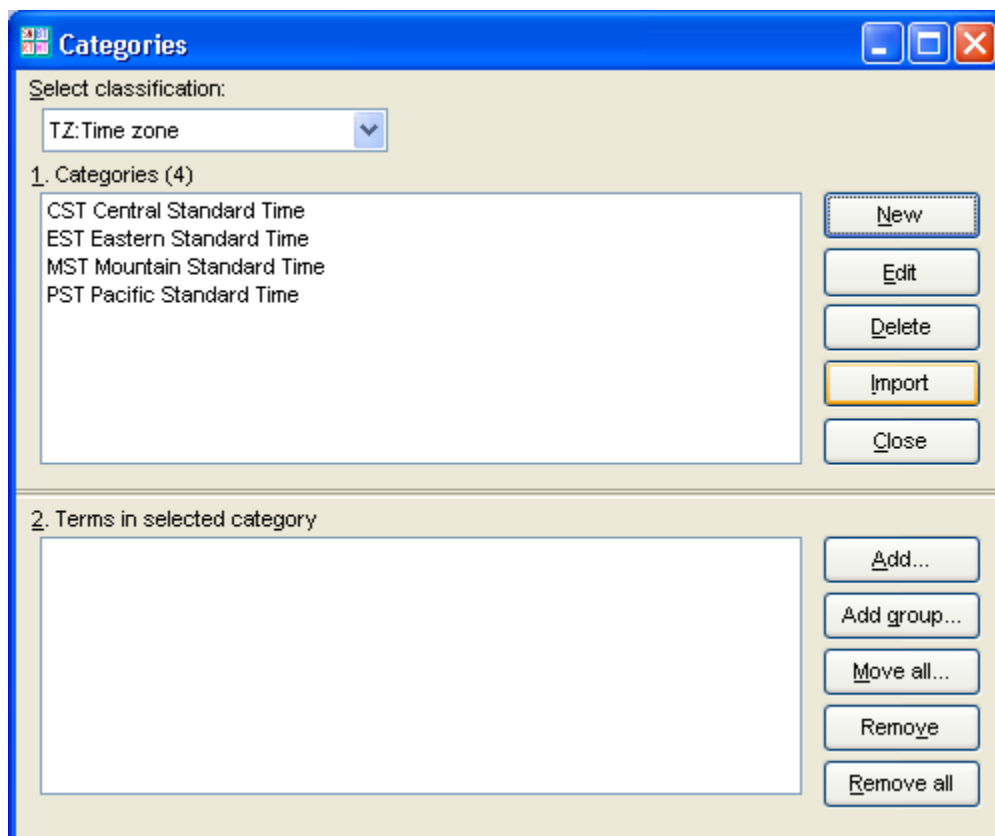


3. Click New
4. Enter

Code: EST  
Description: Eastern Standard Time

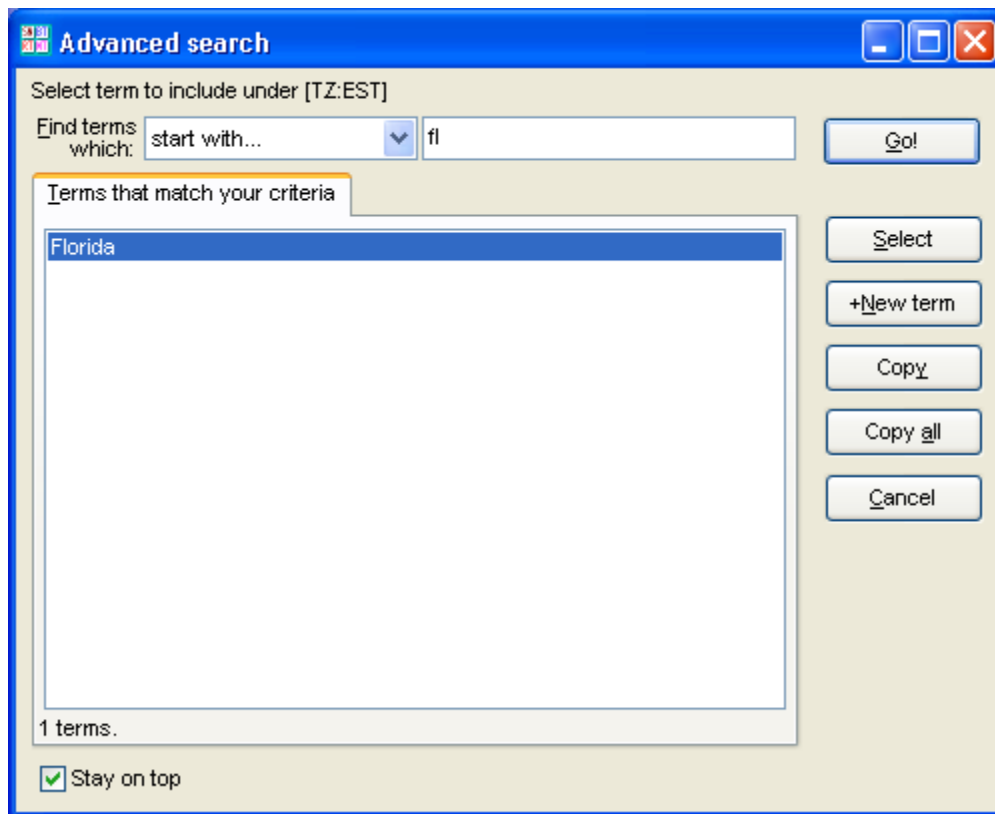


5. Click Save
6. Repeat the same steps for:
  - PST Pacific Standard Time
  - CST Central Standard Time
  - MST Mountain Standard Time

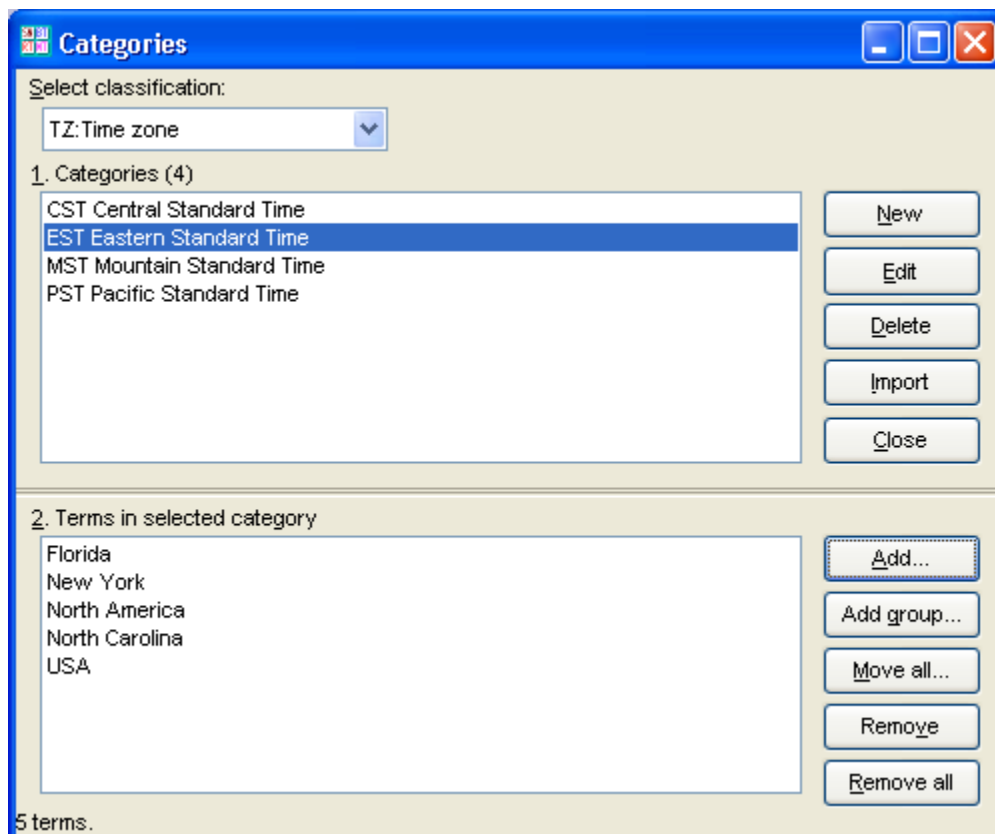


### 3. Assigning category codes to your terms

1. Highlight EST Eastern Standard Time
2. Click Add
3. Start typing Florida. After you enter the first two characters ("fl"), Florida will be listed in the search box.



4. Double click Florida
5. Add North America, North Carolina, New York, and USA to EST Eastern Standard Time

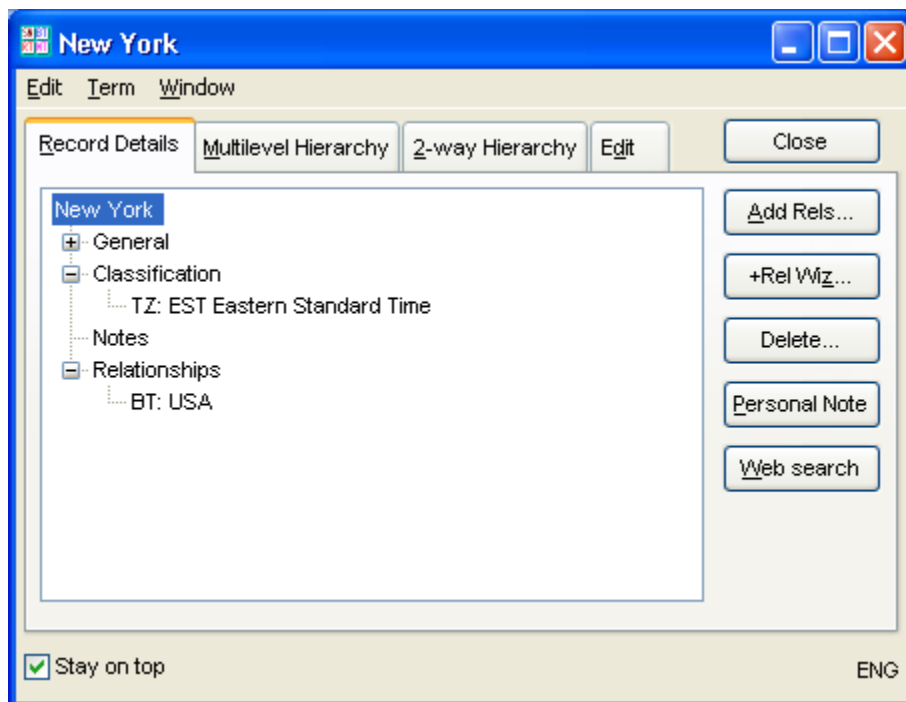


6. Add California, North America, and USA to PST Pacific Standard Time
7. Add North America, North Dakota, and USA to CST Central Standard Time

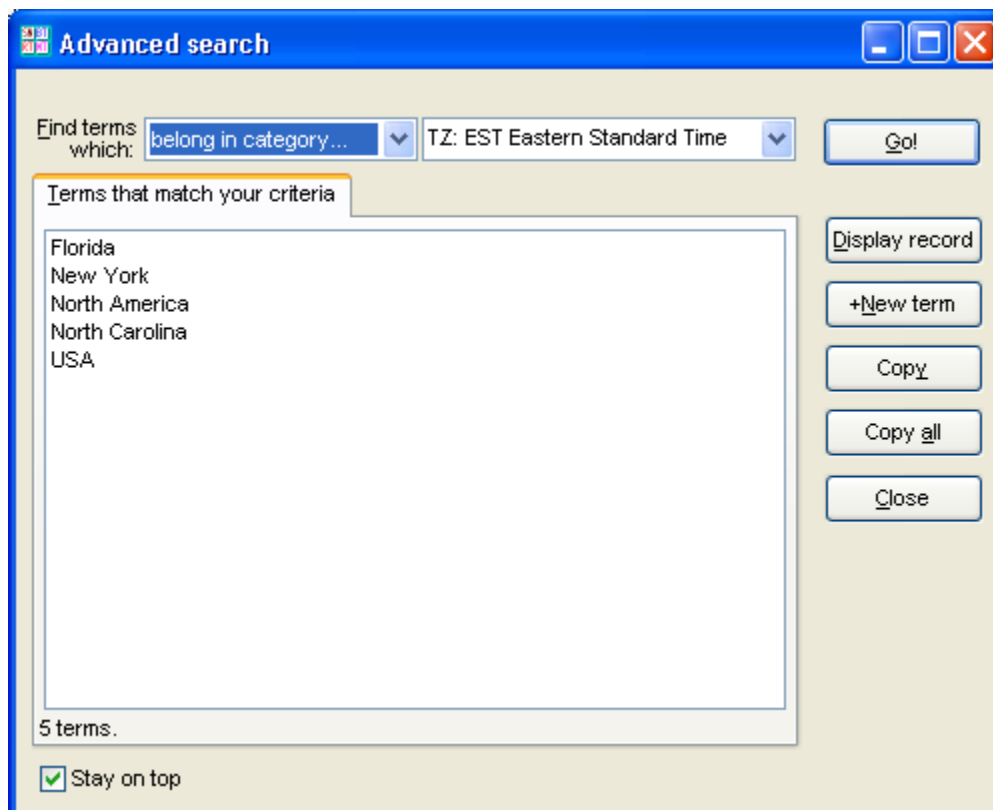
8. Add North America and USA to MST Mountain Standard Time
9. Click Close

## 4. Displaying terms by category codes

1. Double click New York



2. Double click EST Eastern Standard Time



3. Close this window and the Term Record Display for NY

## 5. Printing a listing of category codes and names

1. On the Reports menu, click Subject Categories
2. Select TZ as the Main category and click Print/Export

```
CST Central Standard Time
EST Eastern Standard Time
MST Mountain Standard Time
PST Pacific Standard Time
```

## 6. Printing the Classified Report

1. On the Reports menu, click Classified Report
2. Select TZ as the main category and click Print/Export

```
CST Central Standard Time
  North America
  North Dakota
  USA
```

```
EST Eastern Standard Time
  Florida
  New York
  North America
  North Carolina
  USA
```

```
MST Mountain Standard Time
  North America
  USA
```

```
PST Pacific Standard Time
  California
  North America
  USA
```

## 7. Printing the Classified Report in Top-down format

1. On the Reports menu, click Classified Report
2. Select TZ as the main category
3. Check the box for  Print the terms in top-down hierarchical format
4. Click Print/Export