

Lesson No. 3

Importing a thesaurus from a text file

In this lesson you are going to learn how to import a thesaurus from a text file.

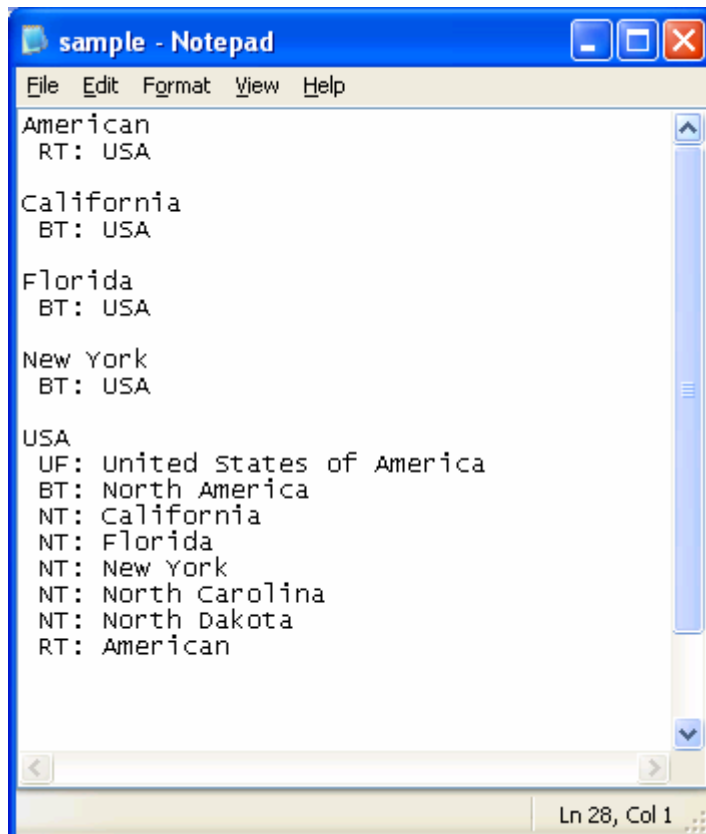
Note for users of MultiTes 8.0x (or earlier)

Start MultiTes 8.0x, open your thesaurus and create an alphabetical report (output to Text File). Save your report as **convert.txt**.

In order to import your data into MultiTes 2005 Pro successfully, your text file must have the following characteristics:

- The file must be saved as Plain Text
- Each term must be followed by its relationships. One term per line, and one relationship per line.
- Each relationship must have the label of the relationship with a colon “.”
- Continuation lines for comment fields (Scope Notes) must be indented at least one blank space
- You must leave one blank line before the next term block (a term and its relationships)

Sample text file



```

sample - Notepad
File Edit Format View Help
American
  RT: USA

California
  BT: USA

Florida
  BT: USA

New York
  BT: USA

USA
  UF: United States of America
  BT: North America
  NT: California
  NT: Florida
  NT: New York
  NT: North Carolina
  NT: North Dakota
  RT: American
  
```

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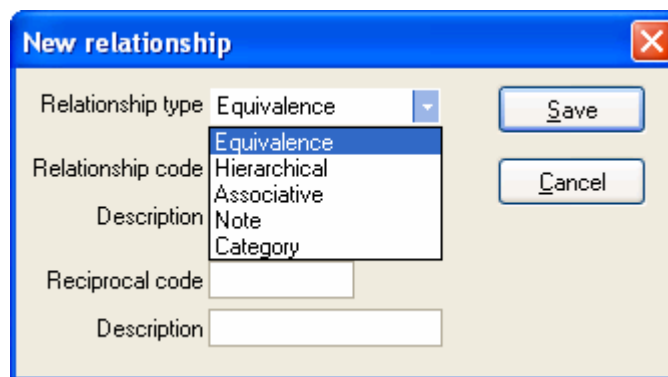
3. Importing a thesaurus from a text file

3.1 Start MultiTes 2005 Pro

3.2 On the **F**ile menu, click **N**ew (follow the steps to create a new thesaurus)

3.3 Add any user-defined relationships or comment fields from your original thesaurus (Skip this step if you do not have any user-defined relationships in your thesaurus)

3.3.1 To define a new relationship, go to the **D**efine menu and select **R**elationships, and then click the **N**ew button.



The system allows you to define Equivalence, Hierarchical and Associative relationships; Comment fields or Notes; and Categories (classification).

3.3.2 Enter the Relationship code and description and the same information for the Reciprocal relationship. Then click the **S**ave button.

3.4 On the **F**ile menu, click **I**mport

3.5 Locate your text file (convert.txt) and click the **O**pen button

The system will perform the same type of validations as if you were entering the data manually. No conflicting relationships will be added to the thesaurus.

Please note that the process may take a few minutes depending on the file size.

When done, the system will notify you if any errors were found during the import process. If this is the case, you will have the option of viewing the error log.