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 **Relationships**

1.3 Click **New**

1.4 Select Relationship Type: **Category**

1.5 Enter
      Code: **TZ**
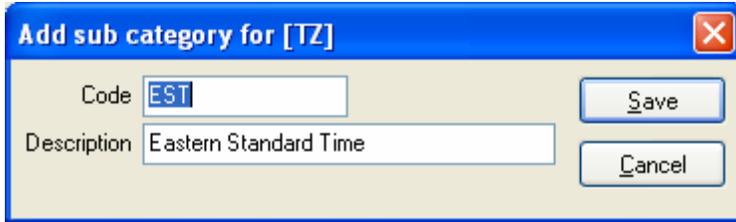   Description: **Time Zone**

1.6 Click **Save**

1.7 **Close** this window

2. Entering codes and description for your classification

2.1 On the **Define** menu, click **Categories**

2.2 Select Classification: **TZ- Time Zone**
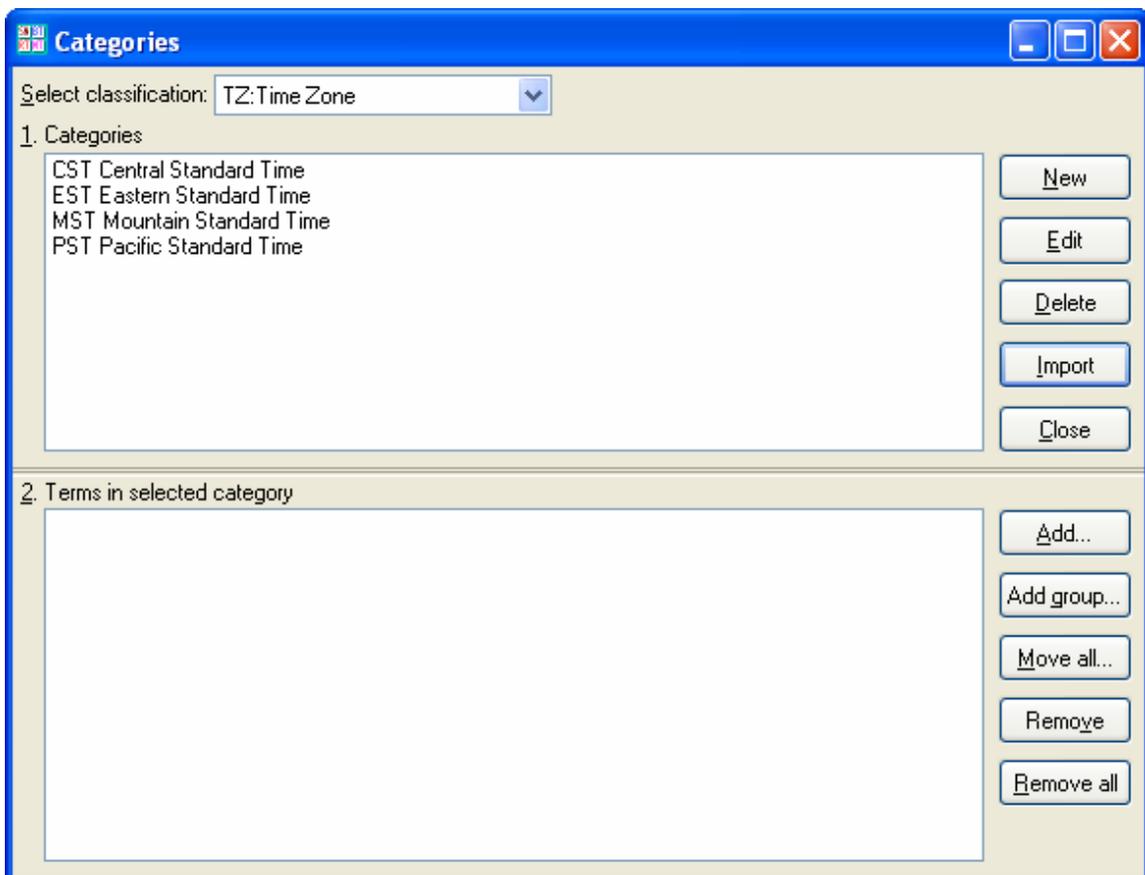
2.3 Click **New**

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
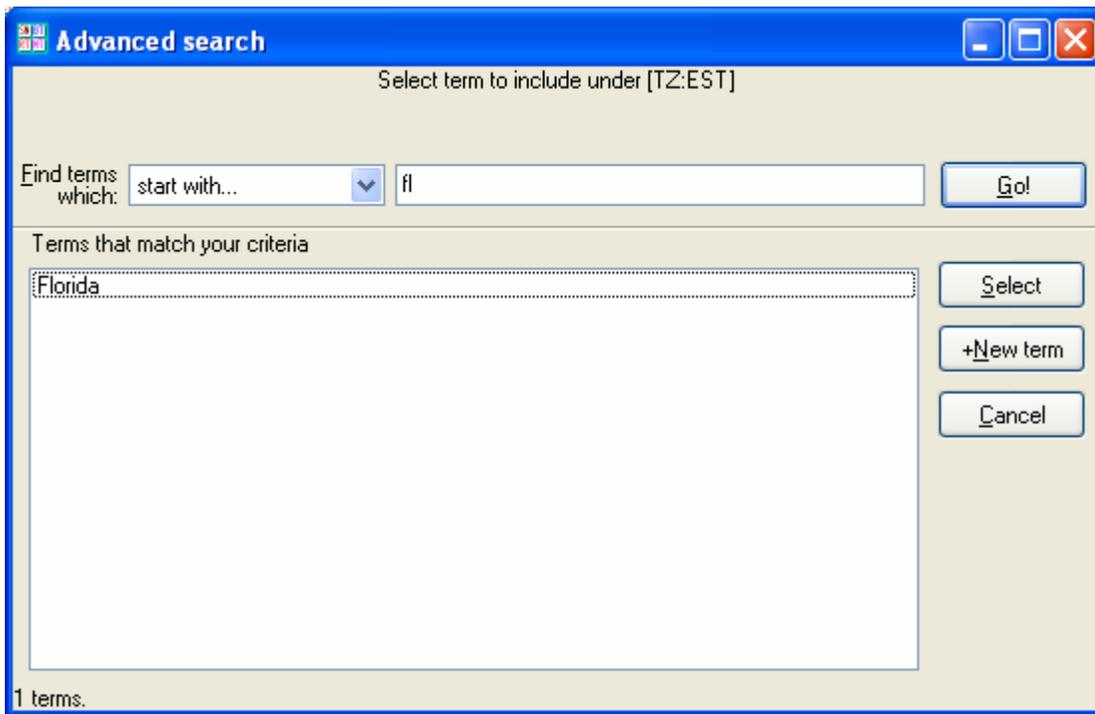   **MST Mountain Standard Time**

3. Assigning category codes to your terms

3.1 Highlight **EST Eastern Standard Time**

3.2 Click **Add**

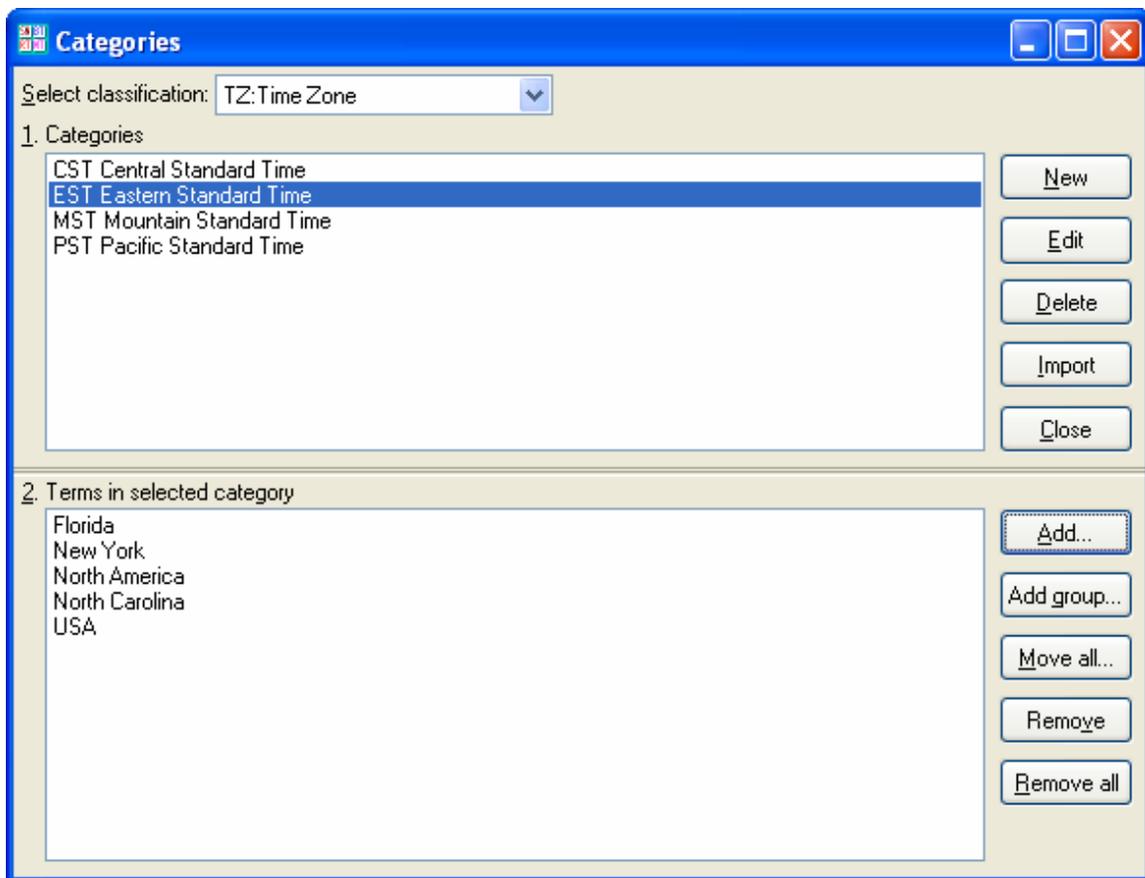3.3 Start typing **Florida**

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**

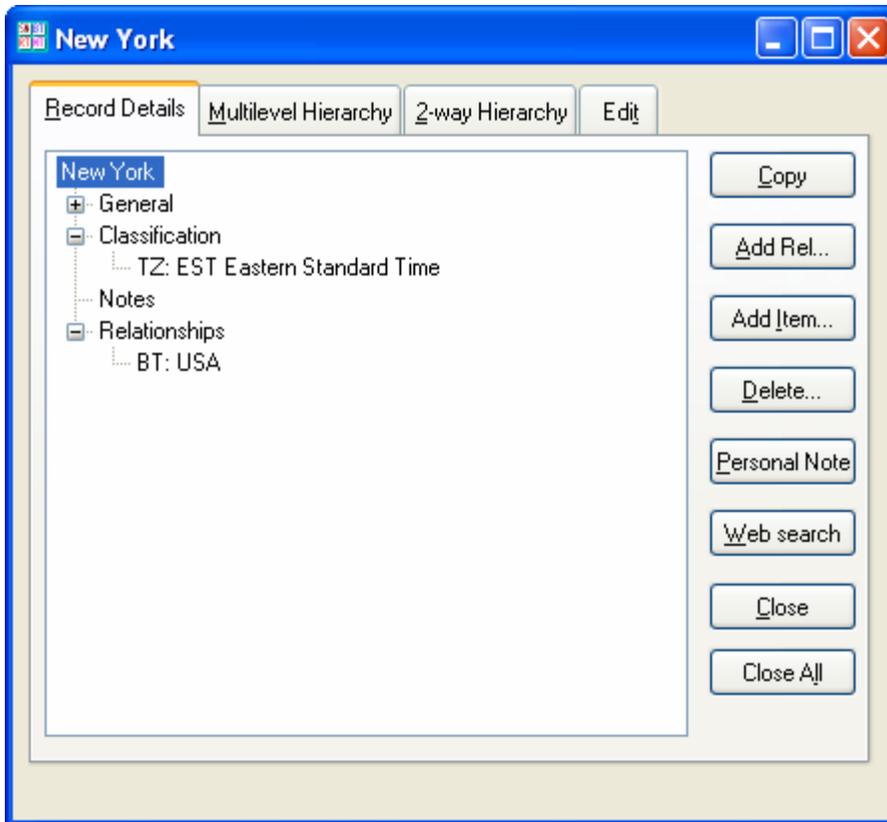3.6 Add California, North America, and USA to **PST Pacific Standard Time**

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

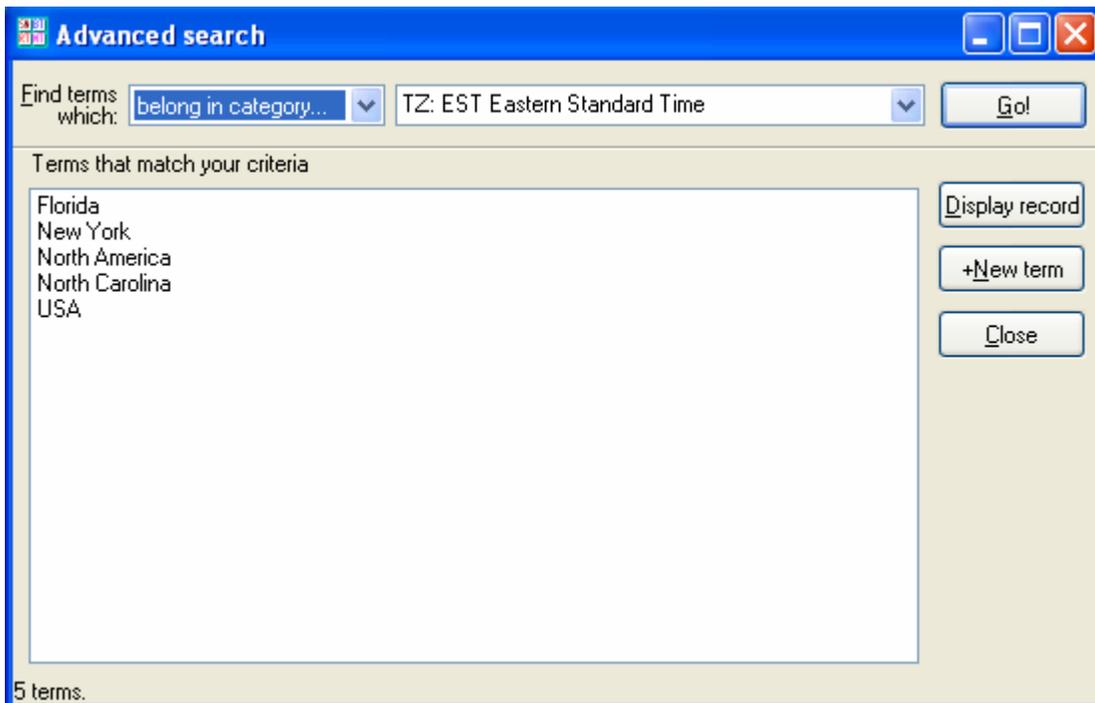3.8 Add North America and USA to **MST Mountain Standard Time**

3.9 Click **Close**

4. Displaying terms by category codes

4.1 Double click **New 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**

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~2B5.~ts - Notepad
File  Edit  Format  View  Help

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

                                    Ln 12, Cc
```
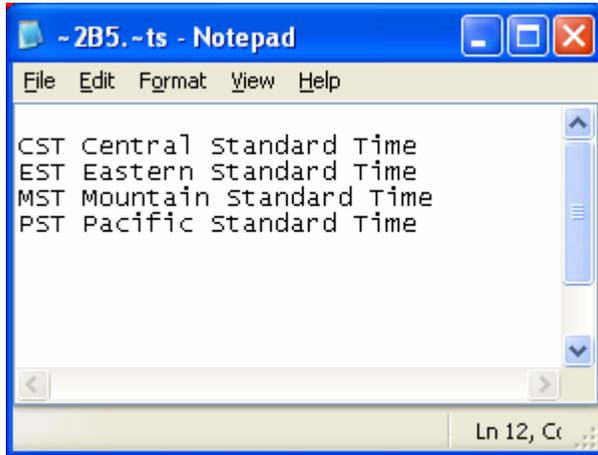
6. Printing the Classified Report

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

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

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File  Edit  Format  View  Help

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

                                    Ln 27, Col 1
```
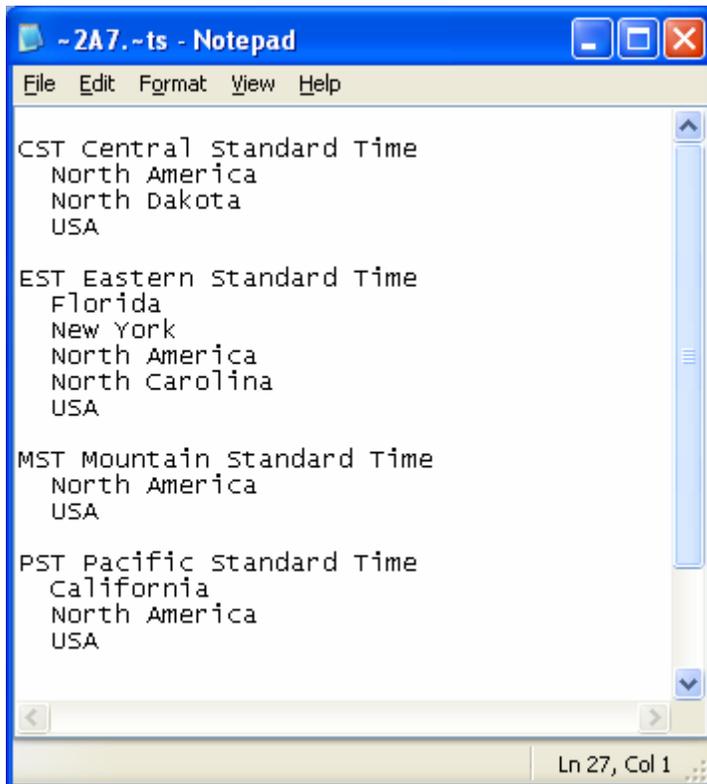
7. Printing the Classified Report in Top-down format

7.1 On the **Reports** menu, click **Classified 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 **Print/Export**

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~2A9.~ts - Notepad
File  Edit  Format  View  Help

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

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

MST Mountain Standard Time
   North America
   . USA

PST Pacific Standard Time
   North America
   . USA
   .. California

                            Ln 25, Col 1
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