

# The University of Konstanz's German-English Dictionary

To make it easier for all university members to write English texts, the University of Konstanz has now launched its own German-English glossary. It will help you find the right terms used in Konstanz and will increase the consistency of our university's communication. The glossary contains general university-related terms as well as Konstanz-specific terms. We will continuously update the glossary and adapt it to the needs of the University of Konstanz. This manual will explain how to use the server-based glossary (database). Here you can find the glossary:

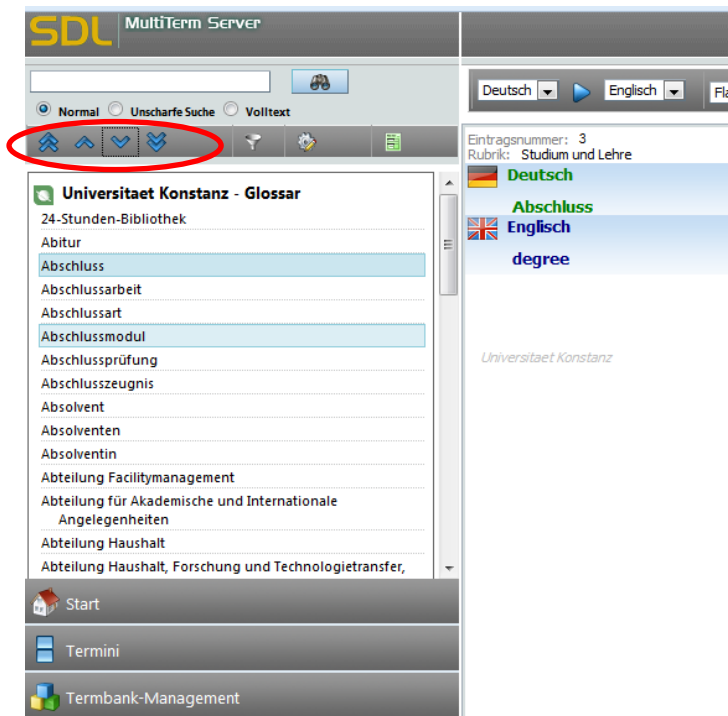
Link:

[https://glossary.uni-konstanz.de/multiterm/link.mto?username=Leser%20Konstanz&password=2537659987513513249041752918995110915034969992465&searchQuery=\\* &termbase=Universitaet%20Konstanz%20-%20Glossar](https://glossary.uni-konstanz.de/multiterm/link.mto?username=Leser%20Konstanz&password=2537659987513513249041752918995110915034969992465&searchQuery=* &termbase=Universitaet%20Konstanz%20-%20Glossar)

You will automatically see the first entry in the glossary. Should this not be the case, please select **Universitaet Konstanz – Glossar** and press OK.

## The database

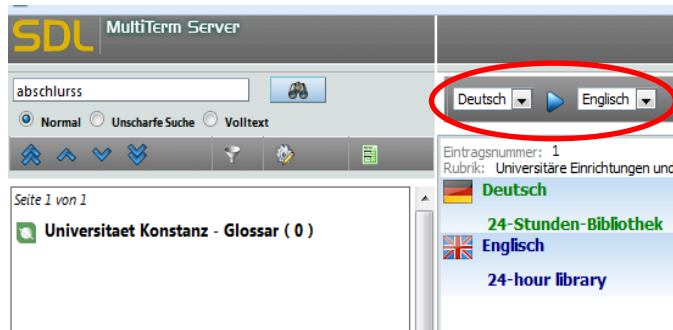
Basically, each entry consists of an entry number, a Rubrik (category), a German term and its English counterpart. Some entries contain additional information, such as definitions, examples, notes etc.



You can use the **blue arrows** (marked red) to move through the list of terms. The **single blue arrow** will lead you to the **next alphabetical entry**, the **double arrow** will lead you to the **next page** of the glossary.

## Languages

You can search for translations from German-English or English-German. Simply change the languages via the small black arrow next to the language field.

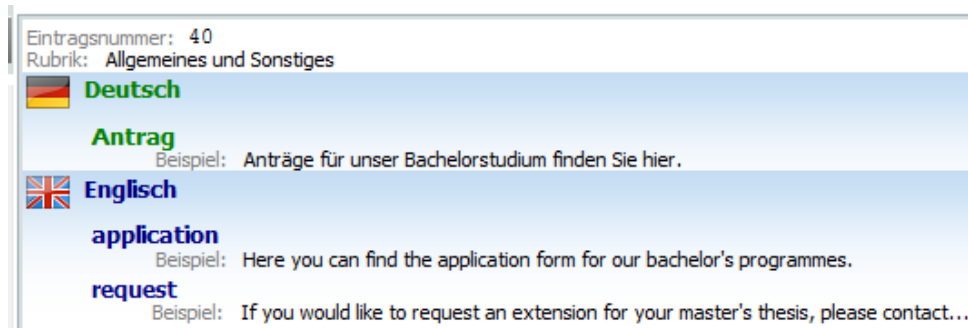


## Rubrik (category)

The **Rubrik (category)** indicates the context the term is used in. This provides additional information that may be important for finding the right translation.

For example, there are two different English translations for:

The term "Antrag" in the category "Allgemeines und Sonstiges" (General terms)



and the term "Antrag" in the category "Forschung" (research).

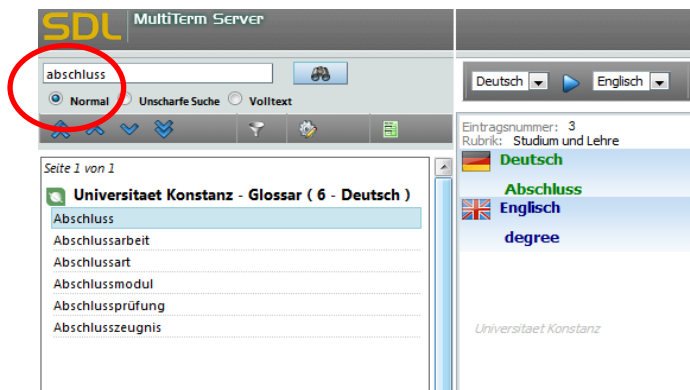


## Search

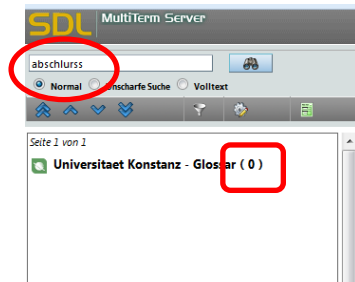
You have different search options. The "Normale Suche" (standard search) with an \* is pre-set. If your search does not find any terms, or too many, you can try another search type.

**Example 1:** I want to search the term "Abschluss" or words that start with "Abschluss".

The "**Normale Suche**" (standard search, without \*) finds 6 hits that **start** with "Abschluss".

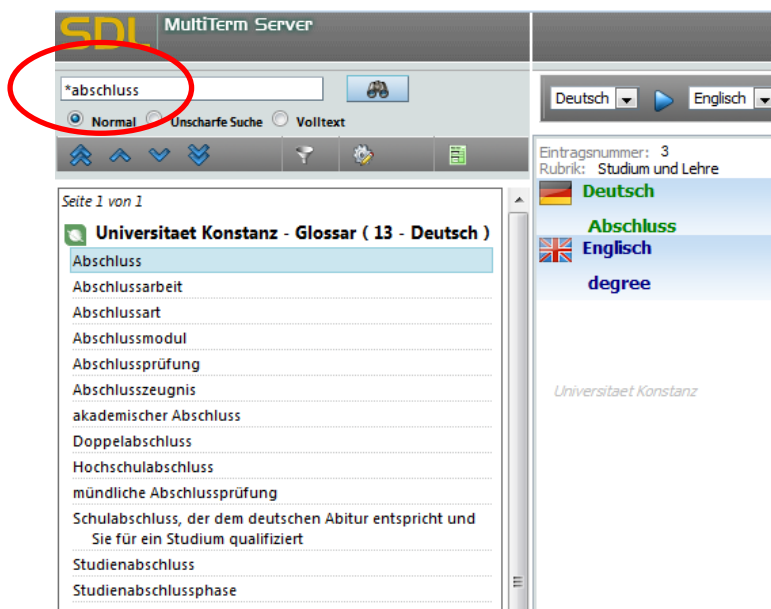


Note: what you enter in the search bar **may be shorter** than what you are actually looking for, e.g. "Abschlu" instead of "Abschluss"), but **must be spelled correctly**. "Abschlurss", for example, gets 0 hits!



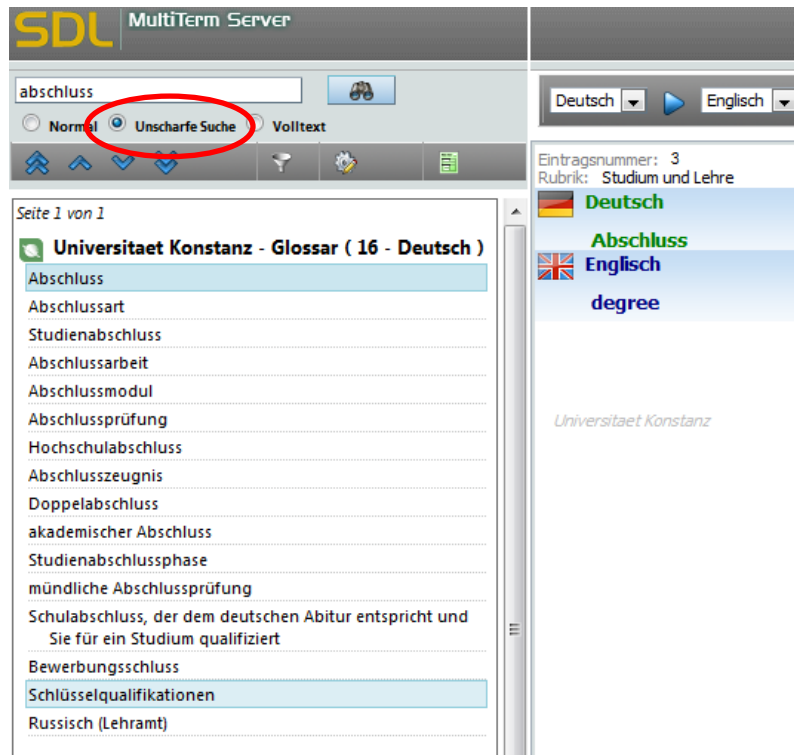
**Example 2:** I want to find all terms containing "Abschluss".

The "**Normale Suche**" (standard search, **with \***) finds more hits (13). Here too, the search term **may be shorter**, but **must be spelled correctly**.



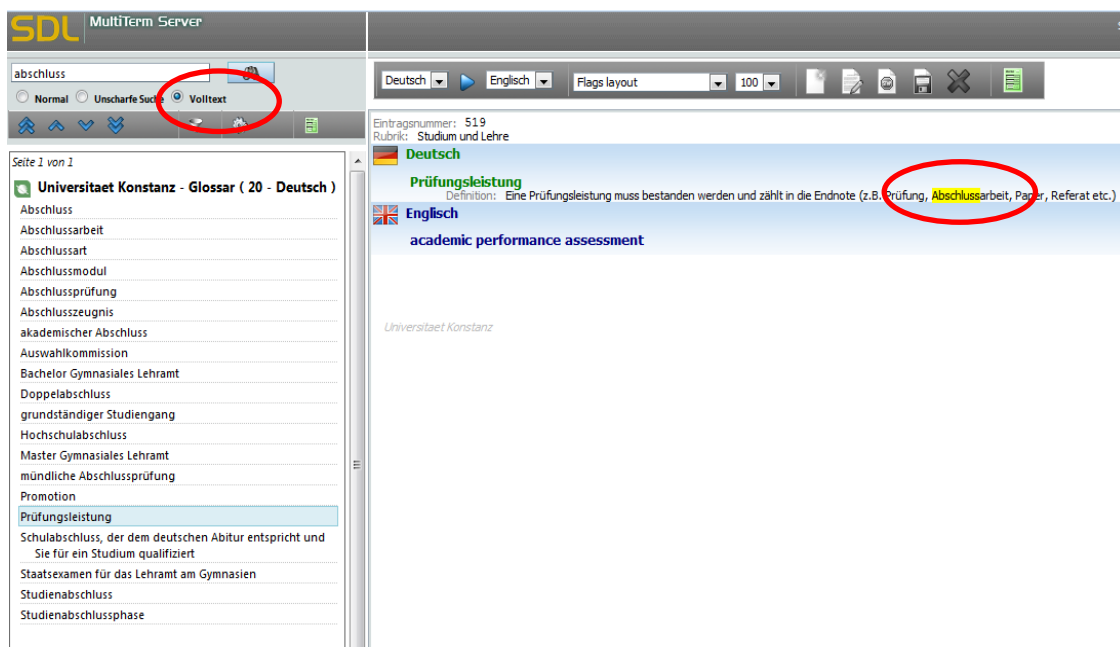
**Example 3:** My search term may contain a **spelling mistake**:

Use the **"Unschärfe Suche"**: it will find all terms whose **letters correspond to your search term** to a large extent. This way, spelling mistakes do not matter. However, terms completely unrelated to your search term will also be included in the hit list, e. g. "Schlüsselqualifikationen" and "Russisch".



**Example 4:** I want to find all entries that contain **"Abschluss"** somewhere in the entire entry (not only in the term itself):

The **"Volltext-Suche"** will also list hits that contain "Abschluss" in additional fields such as the Definition, Beispiel (example), Anmerkung (note).....



## Filter

To view all terms belonging to a certain "Rubrik" (category) you can use the filter.

**Example:** I would like to view all terms belonging to the category "Forschung" (research). Please select "Termbank-Management" (marked red), "Filter" (marked yellow). There you can select the required "Rubrik" (category) and click on OK. To deactivate the filter, simply click on the filter symbol (marked blue).

**Alternatively you can use the "Volltextsuche" and enter the name of the "Rubrik" (category).**

The screenshot shows the 'Universitaet Konstanz - Glossar' interface. The 'Filter' button in the top navigation bar is highlighted with a yellow circle. The 'Termbank-Management' button in the left sidebar is highlighted with a red circle. The 'Filter' dialog box is open, showing a list of categories with 'Forschung / Fachbereiche' selected. The 'OK' button is highlighted with a blue circle.

Benutzer oder eine Rolle sein, der der derzeit angemeldete Benutzer angehört.

Termbank auswählen: Universitaet Konstanz - Glossar

**Filter**

Aktuell	Filtername	Eigentum von
<input type="radio"/>	Allgemeines und Sonstiges	System
<input type="radio"/>	Externe Einrichtungen / Begriffe	System
<input checked="" type="radio"/>	Forschung / Fachbereiche	System
<input type="radio"/>	Promotion / Habilitation	System
<input type="radio"/>	Source contains synonyms	System
<input type="radio"/>	Studiengangskomponente	System
<input type="radio"/>	Studiengänge	System
<input type="radio"/>	Studium und Lehre	System
<input type="radio"/>	Titel und Funktionsbezeichnungen (Personen)	System
<input type="radio"/>	Universitäre Einrichtungen und Einheiten	System
<input type="radio"/>	Verwaltung und Personal	System

OK Zurücksetzen

## Feedback

The University of Konstanz glossary will continue to grow and is not exhaustive. Do you miss a term or wish to give us feedback? Please send an email to [uebersetzung@uni-konstanz.de](mailto:uebersetzung@uni-konstanz.de).