Contents

2.3.1A Draft proposals for a decision on the opening of, and mandate for, interinstitutional negociations (PM) – COD, CNS, NLE (with SDL Studio)

	Action:		Tool:
1.	*Disregard any SDLXLIFF files in the pre-translated package(s).* In Word, create and set up the target language (TL) document using the document specific DocEP template and copy the body of the source language (SL) text into the new TL document. Save the TL document. Add the document to the Studio project.		MS Word SDL Studio
2.	At this stage, the source language column in SDL Studio already contains the DocEP text in the target language. Change the status of those segments to *'locked'* and leave the corresponding target language cells empty[1].		SDL Studio
3.	The TMX file containing standard translations has been imported into a Normative Studio Memory (**Normative TM**). Pre-translate at 100% using the Normative TM in order to get the standard segments of each amendment heading. Check that all the pre-translated standard segments are correct and complete the translation of the amendment headings using the Normative TM.		SDL Studio
4.1	The COM [*DWN.tmx] or CONS [*DWN.tmx] has been imported into the Basic Reference Studio Memory (**BRTM**). Pre-translate at 100% using the BRTM in order to get the COM/CONS document text into the left-hand column[2]. *(NB: the matches are 100% correct from the contents point of view but they lack all formatting.)* Check that all the pre-translated segments (including those marked as 100%) are correct and complete the translation of the left-hand column using the BRTM.		SDL Studio

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[1] If you are using a different CAT tool, copy source (i.e. DocEP text already in the target language) to target cells.

[2] Make sure that the **formatting difference penalty** is set to 0% to ignore bold-italic formatting.

4.2	If provisions from an existing act not modified by the COM are being amended by the EP (the amendment heading of the left-hand column reads *'Present text'* instead of *'Text proposed by the Commission'*): a. Import the TMX file of the existing act into the BRTM from the *TMXs* subfolder in the pre-translated package; b. Pre-translate the target document with the **updated BRTM** at 100%; c. Check that the text for the existing act was correctly inserted into the corresponding left-hand column segments and complete the translation of the left-hand column using the BRTM.		
5.	The TMX files for the COM, CONS, the EP documents belonging to the procedure, *Delegated_Implementing_Acts* and Retrieval results have been imported into the Working Studio Memory **(WTM)**. Enable the **WTM** and use it to complete the translation of the document. Save the file frequently. While interactively translating in Studio, mark the differences between the left-hand-column and the righ-hand-column in **Bold and Italic[3].**		SDL Studio
6.	**Monolingual SL document** **DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)[4].** **Multilingual SL document** **DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) FOR EACH SL-TL COMBINATION[5] AND A COMPLETE MS WORD DOCUMENT[6].**	 	SDL Studio MS Word

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[3] See *Recueil de Modèles*, Chapter 6, Examples and general rules for legislative amendments, Paragraph 3, Highlighting.

[4] All tagging and formatting from the original document must be kept or replicated in the bilingual (SDL)XLIFF file you will deliver.

[5] All tagging and formatting from the original document (including the blue colour marking applied to the AM headings and left-hand column text) must be kept or replicated in the bilingual (SDL)XLIFF files you will deliver.

[6] All tagging and formatting from the original document must be kept or replicated in the MS Word file you will deliver.

2.3.1B   Amendment (AM) batches to PMs – COD; CNS, NLE (with SDL Studio)

|	Action:		Tool:
0.	The TMX file containing standard translations for the legislative amendment headings has been imported into the Normative Studio Memory (**Normative TM**). The COM [*DWN.tmx] or CONS [*DWN.tmx] has been imported into the Basic Reference Studio Memory (**BRTM**).		SDL Studio
1.1	**Monolingual SL (Source Language) document** The **Normative TM** and the **BRTM** have been used to pre-translate the original document at 100% in order to get the standard segments of each amendment heading, the DocEP text of the cover page and the COM document text into the left-hand column. Use this pre-translated SDLXLIFF file (***BR.docx.sdlxliff**) for all further steps[7]. a. Check that all the pre-translated standard segments are correct and complete the translation of the amendment headings using the Normative TM and of the left-hand column using the BRTM. b. Go to step 2.		SDL Studio
1.2	**Multilingual SL document** a. Open the **EN-Source Language** pre-translated **package**. It contains the original multilingual document pre-translated with the **Normative TM** in order to get the standard segments of each amendment heading and the DocEP text of the cover page. Use this pre-translated SDLXLIFF file (***Normative.docx.sdlxliff**) for steps b. and c. *NB: In document type AM, all AM headings in the original document are in English.* b. Check that all the pre-translated standard segments are correct and complete the translation of the amendment headings using the Normative TM. c. Convert the ***Normative.docx.sdlxliff** back to Word and split the document language-wise.		SDL Studio MS Word

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[7] A **blue colour** has been applied to the Amendment headings, DocEP text of the cover page and left-hand column text to make it easier to identify those segments when working in the Studio Editor. Internally, this marking serves also other purposes in the workflow. Therefore, keep it in the SDL(XLIFF) file you will deliver as the output of your translation of a monolingual source document.

	d. Add each split document to the corresponding SL-TL Studio project. d.1. At this stage, the source language column in SDL Studio already contains the DocEP text and the AM headings in the target language. Change the status of those segments to *'locked'* and leave the corresponding target language cells empty[8]. d.2. Use the **BRTM** to Pre-translate at 100% in order to get the COM/CONS document text into the left-hand column[9]. *(NB: the matches are 100% correct from the contents point of view but they lack all formatting.)* Check that all the pre-translated segments (including those marked as 100%) are correct and complete the translation of the left-hand column using the BRTM. f. Continue to step 2.		
2.	If provisions from an existing act not modified by the COM are being amended by the EP (the amendment heading of the left-hand column reads *'Present text'* instead of *'Text proposed by the Commission'*): a. Import the TMX file of the existing act into the BRTM from the *TMXs* subfolder in the pre-translated package; b. Pre-translate the target document with the **updated BRTM** at 100%; c. Check that the text for the existing act was correctly inserted into the corresponding left-hand column segments and complete the translation of the left-hand column using the BRTM.		SDL Studio
3.	The TMX files for the COM, CONS, the EP documents belonging to the procedure, *Delegated_Implementing_Acts* and Retrieval results have been imported into the Working Studio Memory **(WTM)**. Enable the **WTM** and use it to complete the translation of the document. Save the file frequently. While interactively translating in Studio, mark the differences between the left-hand-column and the righ-hand-column in ***Bold and Italic.***		SDL Studio

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[8] If you are using a different CAT tool, copy source (i.e. DocEP text already in the target language) to target cells.
[9] Make sure that the **formatting difference penalty** is set to 0% to ignore bold-italic formatting.

4.	**Monolingual SL document** **DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)[10].**		SDL Studio
5.	**Multilingual SL document** **DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) FOR EACH SL-TL COMBINATION[11] AND A COMPLETE MS WORD DOCUMENT[12].**		SDL Studio MS Word

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[10] All tagging and formatting from the original document (including the blue colour marking applied to the AM headings, DocEP text of the cover page and left-hand column text) must be kept or replicated in the bilingual (SDL)XLIFF file you will deliver.

[11] All tagging and formatting from the original document (including the blue colour marking applied to the AM headings and left-hand column text) must be kept or replicated in the bilingual (SDL)XLIFF files you will deliver.

[12] All tagging and formatting of the original document (except the blue colour marking applied to the AM headings, DocEP text of the cover page and left-hand column text) must be kept or replicated in the MS Word file you will deliver.