2.5.1 Opinions (AD) with amendments – CNS, COD 1ˢᵗ reading, NLE-CN (with SDL Studio)

Monolingual source language documents

Step:	Action:		Tool:
1.	The TMX file containing standard translations for the legislative amendment headings has been imported into the Normative Studio Memory (**Normative TM**). The TMX file for the Commission proposal (COM) or Council document (CONS), together with a TMX file for standard phrases *Normative_Main*[1] have been imported into the Basic Reference Studio Memory (**BRTM**). The TMX files for the draft opinion (PA) and its amendments (AM) have been imported into the Secondary Basic Reference Studio Memory (**BR2TM**).		SDL Studio
2.	The **Normative TM** has been used to pre-translate the original document at 98%, while the **BRTM** and the **BR2TM** have been used to pre-translate it at 100% in order to get • the DocEP text of the cover page and the standard segments of each amendment heading; • the COM/CONS document text into the left-hand column and the unchanged COM/CONS text into the right-hand column; • the unchanged draft opinion (PA) text into the right-hand column and into the suggestions part. Use this pre-translated SDLXLIFF file (***BR2.docx.sdlxliff**) for all further steps[2]. Check that all the pre-translated standard segments are correct and complete the translation of the amendment headings using the Normative TM and that of the left-hand column using the **BRTM**.		SDL Studio
3.	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 in the Word original 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%.		SDL Studio

[1] The *Normative_Main* TMX file contains names of EP and EU institutions and bodies, e.g. EP Committees, EP Political Groups, delegations, countries, national parliaments etc. It is based on the DocEP Main lists.

[2] 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 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.

Step:	Action:	Tool:	
	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**.		
4.	The TMX files for the COM, CONS, all EP documents belonging to the procedure, the amending act, the *Normative_Main* and the Retrieval results have been imported into the Working Studio Memory **(WTM)**. Enable the **BR2TM** and **WTM** and use them to complete the translation of the document. Save the file frequently.		SDL Studio
5.	While interactively translating in Studio, mark the differences between the left-hand column and the right-hand column in ***Bold and Italic***[3].		SDL Studio
6.	**DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)**[4].		SDL Studio

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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 (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.