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2.6.1 Reports (RR) with amendments – CNS, COD 1st reading, NLE-CN (**Word original**)




Scenario 1:

Monolingual source language documents

Step:	Action:	Tool:
1.	<p>The TMX file containing standard translations for the legislative amendment headings has been imported into the Normative Studio Memory (Normative TM).</p> <p>The TMX file for the Commission proposal (COM) or Council document (CONS), together with a TMX file for standard phrases <i>Normative_Main</i>¹ have been imported into the Basic Reference Studio Memory (BRTM).</p> <p>The TMX files for the draft report (PR) and its amendments (AM) have been imported into the Secondary Basic Reference Studio Memory (BR2TM).</p>	 SDL Studio
2.	<p>The Normative TM has been used to pre-translate the original document at 98% and the BRTM and the BR2TM have been used to pre-translate it at 100% in order to get</p> <ul style="list-style-type: none"> 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 report text into the right-hand column and into the explanatory statement part. <p>Use this pre-translated SDLXLIFF file (*BR2.docx.sdlxliff) for all further steps².</p> <p>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.</p>	 SDL Studio
3.	<p>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 '<i>Present text</i>' instead of '<i>Text proposed by the Commission</i>'): <ul style="list-style-type: none"> a. Import the TMX file of the existing act into the BRTM from the <i>TMXs</i> subfolder in the pre-translated package. </p>	 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:
	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.	
4.	The TMX files for the COM, CONS, all EP documents belonging to the procedure, the amending act, the <i>Normative_Main</i> 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 <i>Bold and Italic</i> ³ .	 SDL Studio
6.	DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) ⁴ .	 SDL Studio

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.

2.6.1 Reports (RR) with amendments – CNS, COD 1st reading, NLE-CN (XML original)

Scenario 2:

Please note that the original source documents are in XML4EP format, which is a special XML flavour used by the European Parliament in their e-Legislate chain (i.e. digitalisation of legislative documents). The original document is also provided in PDF or Word format but for consultation purposes only and it must not be added as a translatable file to the project.

In order not to break the e-Legislate chain, **it is mandatory that you use the BR.zip.sdlxliff file from the Studio projects provided by the EP** to translate this type of documents. The EP projects contain the required file type definitions for XML4EP documents.

The complete original document is saved as a zip file in the project folder. It is made up of several files (in XML4EP format) corresponding to defined structural parts:




- for a PA: the Cover page, Suggestions, Annex
- for a PR: the Cover page, Motion for an EP resolution, Explanatory statement, Annex

Some structural parts (e.g. Annexes) may not need translation. If it is the case, they are placed in a subfolder called Hidden and they are not visible in the Studio Editor.

The translatable structural parts are physically merged into one translatable master sdlxliff file in the Studio project. In the Editor the beginning and the end of each structural part are marked with delimiters (orange tags).

To see the complete original text, you can open the PDF/Word file included for reference in the package.

For more information on the content of the pre-treatment packages, please see the *Instructions for External Translators - monolingual*.

Step:	Action:	Tool:
1.	<p>The TMX file for the standard phrases <i>Normative_Main</i>⁵ and the TMX file for any previous FdR mentioned on the FdR sheet have been imported into the Basic Reference Studio Memory (BRTM).</p> <p>The project contains two sdxliff files. The first one is the target language copy of the merged original (master) document. The naming pattern for this first file is 1234567_EN-FR.zip.sdxliff. The second is the sdxliff file resulting from the pre-translation of the first file against the BRTM at 100% in order to get the segments from the reference document and from the Normative files. The naming pattern for the second, pre-translated file is 1234567_EN-FR_BR.zip.sdxliff.</p> <p>Delete the first sdxliff file⁶ and use the pre-translated sdxliff file (*BR.zip.sdxliff) for all further steps.</p> <p>Check that all the pre-translated segments (including those marked as 100%) are correct. If translations are missing for the standard parts (e.g. cover page), consult the <i>Recueil de Modèles</i> (RdM).</p> <p>The text in the headers and footers (e.g the DocEP footer text) is visible in the Editor. It needs to be locked.</p>	 <p>SDL Studio</p>
2.	<p>The TMX files corresponding to the Commission proposal (COM), all EP documents belonging to the procedure, the <i>Normative_Main</i> and the Retrieval results have been imported into the Working Studio Memory (WTM).</p> <p>Enable the WTM. Check that all the pre-translated segments (including those marked as 100%) are correct. Complete the translation using the WTM, saving the file frequently.</p> <p>See the Complementary remarks on the following page concerning:</p> <ul style="list-style-type: none"> • preview in Studio • footnotes (technical method for extraction) • segmentation 	 <p>SDL Studio</p>
3.	<p>DELIVER A BILINGUAL SDLXLIFF FILE⁷. You cannot deliver a standard bilingual XLIFF file.</p>	 <p>SDL Studio</p>

⁵ 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.

⁶ Since it contains all the XML files corresponding to the individual structural parts in hidden mode, as you delete it, you will notice that these individual XML files become visible in the Source language view. As soon as you switch to the Target language view, only the pre-translated BR file will be visible and can be opened for translation.

⁷ All tagging from the original document must be kept or replicated in the bilingual SDLXLIFF file you will deliver.

Complementary remarks

Previewing your document in the Studio Editor view

Since the original is a virtually merged document, the Preview only **shows one structural part at a time**.

The Preview does **NOT show** the document in its **final layout**. Moreover, some of the tags, e.g. footnotes anchors (numbers), are not shown in the Preview either.

Moreover, *Print & View > View in-> Browser (XML)* as a target and View the target document using the selected preview type (*ctrl+Shift+P*) do not work for this type of documents.

Footnotes

When XML4EP files are viewed in an XML editor the footnote text appears inside the segment. In order to facilitate translation, when adding the document to the project, we use a technical method to **extract the footnote text** and place it **in a separate segment** after the whole paragraph. The indication that the segments belong to a footnote appears on the structure column in the Editor.

The footnote position is marked with an “anchor” tag, which is different from the usual “FN” tag displayed in Word documents: in an XML document “a” will be displayed as Partial Tag Text and “a class” if you choose to view the Full Tag Text. **Footnote numbers** can be **identified** by **switching to the Full Tag Text view**.

Segmentation

Occasionally, the segmentation in the Studio Editor may not follow the rules. If the text is shown in paragraphs, split any paragraphs into segments manually (Alt+Shift+T) in order to get results from the TMs.

Please bear in mind that, for EP internal reasons, you cannot merge segments.