3.1.2 Amendment (AM) batches to draft reports/recommendations (PR), draft mission reports (CR) or oral questions (QO); compromise amendments in blocks; draft opinions (PA) – INI, INL, APP (with SDL Studio)

1. Monolingual source language documents

Step:	Action:	Tool:	
1.	The TMX file containing standard translations for the non-legislative amendment headings has been imported into the Normative Studio Memory (**Normative TM**). The TMX file for the basic reference document (i.e. PR, PA, CR or QO) to which amendments are tabled and the TMX file for the standard phrases *Normative_Main*[1] have been imported into the Basic Reference Studio Memory (**BRTM**).		SDL Studio
2.	The **Normative TM** has been used to pre-translate the original document at 98% and the **BRTM** has been used to translate it at 99% in order to get the standard segments of each amendment heading, the DocEP text of the cover page and the PR document text into the left-hand column. Use this pre-translated SDLXLIFF file (***BR.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.	The TMX files for the basic reference document (i.e. PR, PA, CR or QO), all EP documents belonging to the procedure, any other references (e.g. a COM document), the *Normative_Main* and the 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.		SDL Studio
4.	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

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[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.

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

Step:	Action:	Tool:	
5.	**DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)[4].**		SDL Studio

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[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. Multilingual source language documents

Step:	Action:	Tool:	
1.	The TMX file containing standard translations for non-legislative amendment headings has been imported into the Normative Studio Memory (**Normative TM**). The TMX file for the basic reference document (i.e. PR, PA, CR or QO) to which amendments are tabled and the TMX file for the standard phrases *Normative_Main*[5] have been imported into the Basic Reference Studio Memory (**BRTM**).		SDL Studio
2.	*N.B.: In document type AM, all AM headings in the original document are usually in English.* Open the **EN-Target 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 all further steps. Check that all the pre-translated standard segments are correct and complete the translation of the amendment headings using the Normative TM.		SDL Studio
3.	Convert the ***Normative.docx.sdlxliff** back to Word and split the document source language-wise.		MS Word
4.	Add each split document to the corresponding SL-TL Studio project. At this stage, the source language column in SDL Studio Editor already contains the DocEP text and the amendment headings in the target language. Change the status of those segments to *'locked'* and leave the corresponding target language cells empty[6]. In each SL-TL project, use the **BRTM** to pre-translate the TL document at 99% in order to get the basic reference document (i.e. the PR, PA, CR or QO) text into the left-hand column[7]. *(N.B.: the matches are 100% correct from the contents point of view but they lack all formatting.)*		SDL Studio

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

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

Step:	Action:	Tool:	
	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.		
5.	The TMX files for the basic reference document (i.e PR, PA, CR or QO), all EP documents belonging to the procedure, any other references (e.g. a COM document), the *Normative_Main* and the Retrieval results have been imported into the Working Studio Memory **(WTM)**. In each SL-TL project, enable the **WTM** and use it to complete the translation of the document. Save the file frequently.		SDL Studio
6.	While interactively translating in Studio, mark the differences between the left-hand column and the right-hand column in ***Bold and Italic*[8].**		SDL Studio
7.	**DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) FOR EACH SL-TL COMBINATION[9].**		SDL Studio
8.	Assemble the final TL document. Run DocEP Change Document ID. **DELIVER AN MS WORD DOCUMENT[10].**		MS Word

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

[9] 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.

[10] 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.