3.1.3 Opinions (AD), Non-legislative opinions in letter form – INI, INL (with SDL Studio)

Step:	Action:		Tool:
1.	*Disregard any SDLXLIFF files in the pre-translated package.* 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.		MS Word
2.	Add the TL document to the Studio project. At this stage, the source language column in SDL Studio Editor 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 files for the draft opinion (PA) of the same committee and any amendment batches (AM) thereto and the TMX files for the standard phrases *Normative_General_NonLeg*[2] and the *Normative_Main*[3] have been imported into the Basic Reference Studio Memory **(BRTM)**. Pre-translate the TL document with the **BRTM** at 100% in order to get the unchanged segments from the PA and the AM.		SDL Studio
4.	The TMX files for the Commission proposal (COM), all EP documents belonging to the procedure (including the PA and the AM), the *Normative_General_NonLeg*, the *Normative_Main* and the Retrieval results have been imported into the Working Studio Memory (**WTM**). Enable the **WTM**. Check that all the pre-translated segments (including those marked as 100%) are correct and complete the translation using the **WTM**, saving the file frequently.		SDL Studio

---

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

[2] The *Normative_General_NonLeg* TMX file contains standard phrases from the *Recueil de Modèles* Chapters 04.02.01, 04.02.02.02, 04.07, 13, 15, 17, 18. Do not change the translation of any standard phrase. If in doubt, check in the RdM page.

[3] 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.

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

---

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