# Contents

## 3.1.4 Reports/recommendations (RR) – INI, INL (Word original)

## Scenario 1:

| Step: | Action: | Tool: | |
|---|---|---|---|
| 1. | The TMX files for the draft report (PR) of the same committee and any amendment batches (AM) thereto and the TMX file for the *Normative_Main*[1] have been imported into the Basic Reference Studio Memory **(BRTM)**.<br><br>The **BRTM** has been used to pre-translate the original document at 99% in order to retrieve the translations of the unchanged segments from the PR and the AM and the translation of the standard phrases. Use the pre-translated SDLXLIFF file (***BR.docx.sdlxliff**) for all further steps.<br><br>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 *Recueil de Modèles* (RdM) where necessary. | | SDL Studio |
| 2. | The TMX files for the Commission proposal (COM), if any, all EP documents belonging to the procedure, including the PR and the AM, the *Normative_Main* and the Retrieval results have been imported into the Working Studio Memory **(WTM)**.<br><br>Enable the **WTM** and complete the translation. Save the file frequently. | | SDL Studio |
| 3. | **DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)**[2]. | | 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] All tagging and formatting from the original document must be kept or replicated in the bilingual (SDL)XLIFF file you will deliver.

## 3.1.4 Reports/recommendations (RR) – INI, INL (XML original)

## Scenario 2:

| Step: | Action: | Tool: | |
|---|---|---|---|
| 1. | The TMX files for the draft report (PR) of the same committee and any amendment batches (AM) thereto and the TMX file for the *Normative_Main*[3] have been imported into the Basic Reference Studio Memory **(BRTM)**.<br><br>The **BRTM** has been used to pre-translate the original document at 99% in order to retrieve the translations of the unchanged segments from the PR and the AM and the translation of the standard phrases. Use the pre-translated SDLXLIFF file (*\***BR.docx.sdlxliff**) for all further steps.<br><br>The project contains two sdlxliff 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.sdlxliff**. The second is the sdlxliff file resulting from the pre-translation of the first file against the **BRTM** at 99% 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.sdlxliff**.<br><br>Delete the first sdlxliff file[4] and use the pre-translated sdlxliff file (*\***BR.zip.sdlxliff)** for all further steps.<br><br>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 *Recueil de Modèles* (RdM).<br><br>The text in the headers and footers (e.g. the DocEP footer text) is visible in the Editor. It needs to be locked. | | SDL Studio |
| 2. | The TMX files for the Commission proposal (COM), if any, all EP documents belonging to the procedure, including the PR and the AM, the *Normative_Main* and the Retrieval results have been imported into the Working Studio Memory (**WTM**).<br><br>Enable the **WTM**.<br><br>Check that all the pre-translated segments (including those marked as 100%) are correct. Complete the translation using the **WTM**, saving the file frequently. | | SDL Studio |

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[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.

[4] 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.

| | | | |
|---|---|---|---|
| | See the Complementary remarks on the following page concerning:<br><br>• **preview in Studio**<br>• **footnotes (technical method for extraction)**<br>• **segmentation** | | |
| 3. | **DELIVER A BILINGUAL SDLXLIFF FILE[5]. You cannot deliver a standard bilingual XLIFF file.** | | SDL Studio |

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[5] 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.