








3.3.1 Working documents (DT) and Notes on report (NR) – REG (with SDL Studio)

Step:	Action:	Tool:
1.	<p>Disregard any SDLXLIFF files in the pre-translated package.</p> <p>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.</p>	 MS Word 
2.	<p>Add the TL document to the Studio project.</p> <p>At this stage, the source language column in SDL Studio already contains the DocEP text in the target language. Change the status of those segments to 'locked' and leave the corresponding target language cells empty¹.</p>	 SDL Studio
3.	<p>If a previous FdR is mentioned on the FdR sheet, the corresponding TMX file has been imported into the Basic Reference Studio Memory (BRTM), together with the two TMX files for the standard phrases <i>Normative_General_NonLeg</i>² and <i>Normative_Main</i>³ and the TMX file <i>EP-Rules-of-Procedure</i>.</p> <p>Pre-translate the TL document with the BRTM at 100% in order to get the unchanged segments from the previous document.</p>	 SDL Studio
4.	<p>The TMX files for all EP documents belonging to the procedure, <i>Normative_General_NonLeg</i>, <i>Normative_Main</i>, <i>EP-Rules-of-Procedure</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 and complete the translation using the WTM, saving the file frequently.</p>	 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.

5.	<p>Monolingual SL document DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)⁴.</p> <p>Multilingual SL document DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) FOR EACH SL-TL COMBINATION⁵ AND A COMPLETE MS WORD DOCUMENT⁶.</p>	 SDL Studio  MS Word
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⁴ All tagging and formatting from the original document must be kept or replicated in the bilingual (SDL)XLIFF file you will deliver.

⁵ 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.

⁶ All tagging and formatting from the original document must be kept or replicated in the MS Word file you will deliver.