3.3.4 Reports (RR) with amendments – REG (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 using the coloured version of the original document[1] into the new TL document. Save the TL document. *In case of a report (RR) that contains opinions (AD): check if the AD(s) are part of the reference documentation made available by the EP. Select the AD part in the SL text and delete it. Insert the AD(s) in the target language in Word by doing a copy/paste from the corresponding reference document(s).*		MS Word
2.	Add the TL document to the Studio project. At this stage, the source language column in the SDL Studio Editor already contains the DocEP text *(and any ADs)* in the target language. Change the status of those segments to *'locked'* and leave the corresponding target language cells empty[2].		SDL Studio
3.	The TMX file containing standard translations for the amendment headings has been imported into the Normative Studio Memory (**Normative TM**). The TMX files for the standard phrases *Normative_Main*[3] and *EP-Rules-of-Procedure* have been imported into the Basic Reference Studio Memory (**BRTM**). Pre-translate the TL document at 98% using the Normative TM and at 100% using the BRTM in order to get the standard translations for the amendment headings and the EP Rules of Procedure text into the left-hand column[4]. *(N.B.: the matches are 100% correct from the contents point of view but they lack all formatting.)*		SDL Studio

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[1] 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.

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

[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] Make sure that the **Different formatting 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 amendment headings and the left-hand column.		
4.	The TMX files for all EP documents mentioned as references on the FdR are imported into the Secondary Basic Reference Studio Memory (**BR2TM**). Pre-translate the TL document using the BR2TM at 100% in order to get translations from the previous EP documents in the right-hand column[5]. *(N.B.: the matches are 100% correct from the contents point of view but they lack all formatting.)* Check that all the pre-translated segments (including those marked as 100%) are correct.		SDL Studio
5.	The TMX files for all EP documents belonging to the procedure, *Normative_Main*, *EP-Rules-of-Procedure* and the Retrieval results have been imported into the Working Studio Memory **(WTM)**. If you received additional TMX files for reference material not included in the project, import these files into the WTM. Enable the **WTM** and complete the translation. Save the file frequently. While interactively translating in Studio, mark the differences between the left-hand column and the right-hand column in ***Bold and Italic***[6].		SDL Studio
6.	**DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)**[7].		SDL Studio

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

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

[7] 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 file you will deliver.