






#### 4.4 APEP documents (DV, NT) (with SDL Studio)

##### Original document is in Word (or Excel) format

Step:	Action:	Tool:
1.	<p>If a previous FdR is mentioned on the FdR sheet, the corresponding TMX file, together with the TMX file for the standard phrases <i>Normative_Main</i><sup>1</sup>, have been imported into the Basic Reference Studio Memory (<b>BRTM</b>).</p> <p><b>Monolingual SL (Source Language) document:</b> The <b>BRTM</b> has been used to pre-translate the original document at 100% in order to get the segments from the previous FdR and the standard phrases. Use this pre-translated SDLXLIFF file (<b>*BR.docx.sdlxliff</b>) for all further steps.</p> <p><b>Multilingual SL document:</b> Split the original multilingual document into source language specific files. Add each split document to the corresponding source-target language (SL-TL) Studio project. Use the <b>BRTM</b> of each SL-TL package to pre-translate each SL section of the original document at 100% in order to get the unchanged segments from the previous FdR.</p>	 SDL Studio
2.	<p>The TMX files for the previous FdR, any other reference document, the <i>Financial Regulation, Chapter 7_2_1 of the Compendium (Internal rules on budget implementation)</i>, the <i>Interinstitutional Agreement</i>, the <i>Normative_Main</i> and the Retrieval results have been imported into the Working Studio Memory (<b>WTM</b>).</p> <p>Enable the <b>WTM</b>. Check that all the pre-translated segments (including those marked at 100%) are correct and complete the translation, saving the file frequently.</p>	 SDL Studio
3.	<p><b>Monolingual SL document:</b> <b>DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)<sup>2</sup>.</b></p>	 SDL Studio

<sup>1</sup> 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.

<sup>2</sup> All tagging and formatting from the original document must be kept or replicated in the bilingual (SDL)XLIFF file you will deliver.

	<p><b>Multilingual SL document:</b>  <b>DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) FOR EACH SL-TL COMBINATION<sup>3</sup>.</b></p> <p>Run DocEP Change Document ID. <b>DELIVER AN MS WORD DOCUMENT<sup>4</sup>.</b></p>	 MS Word 
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<sup>3</sup> 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.

<sup>4</sup> All tagging and formatting from the original document must be kept or replicated in the MS Word file you will deliver.