






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>¹, have been imported into the Basic Reference Studio Memory (BRTM).</p> <p>Monolingual SL (Source Language) document: The BRTM has been used to pre-translate the original document at 99% in order to get the segments from the previous FdR and the standard phrases. Use this pre-translated SDLXLIFF file (*BR.docx.sdlxliff) for all further steps.</p> <p>Multilingual SL document: 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 BRTM of each SL-TL package to pre-translate each SL section of the original document at 99% 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, budget reference documents (i.e., the Financial Regulation, the chapter 7_2_1 of the Compendium - Internal rules on budget implementation and the Interinstitutional Agreement), the <i>Normative_Main</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 at 100%) are correct and complete the translation, saving the file frequently.</p>	 SDL Studio
3.	<p>Monolingual SL document: DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)².</p>	 SDL Studio

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.

	<p>Multilingual SL document: DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) FOR EACH SL-TL COMBINATION³.</p> <p>Run DocEP Change Document ID. DELIVER AN MS WORD DOCUMENT⁴.</p>	 <p>MS Word</p> 
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³ 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.

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