




5.4.1 Questions (QE, QO) and Notices to members on questions (CM) (**with SDL Studio**)

Step:	Action:	Tool:
1.	The TMX files for the standard phrases <i>Normative_Questions</i> ¹ and <i>Normative_Main</i> ² and for any previous FdR mentioned on the FdR sheet have been imported into the Basic Reference Studio Memory (BRTM). The BRTM has been used to pre-translate the original document at 100% in order to get the segments from the previous document and segments corresponding to the RdM model and/or DocEP template. Use this pre-translated SDLXLIFF file (*BR.docx.sdlxliff) for all further steps.	 SDL Studio
2.	The TMX files for any previous FdR, the <i>Normative_Questions</i> , the <i>Normative_Main</i> , any other reference documents and the Retrieval results have been imported into the Working Studio Memory (WTM). 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.	 SDL Studio
3.	DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) ³ .	 SDL Studio

¹ The *Normative_Questions* TMX file contains standard phrases from the *Recueil de Modèles* Chapter 10. Do not change the translation of any standard phrase. If in doubt, check in the RdM page.

² 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.

³ All tagging and formatting from the original document must be kept or replicated in the bilingual (SDL)XLIFF file you will deliver.