5.8FT   Fact sheets (DV, FT) (with SDL Studio)

DG IPOL and DG EXPO policy departments' texts: fact sheets (DV, FT)

1.   Monolingual source language documents

Step:	Action:	Tool:
1.	The TMX files for the standard phrases *Normative_Main*[1] 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-translated the original document at 100% in order to get the unchanged segments from the previous FdR. Use this pre-translated SDLXLIFF file (****BR.docx.sdlxliff)** for all further steps.	SDL Studio
2.	The TMX files for the *Normative_Main*, the previous FdR(s), 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 at 100%) are correct and complete the translation, saving the file frequently.	SDL Studio
3.	**DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)[2].**	SDL Studio

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[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.

2.   Multilingual source language documents

Step:	Action:	Tool:
1.	Split the original multilingual document into source language specific files.	MS Word
2.	Add each split document to the corresponding SL-TL Studio project.	SDL Studio
3.	The TMX files for the standard phrases *Normative_Main*[3] and for any previous FdR mentioned on the FdR sheet have been imported into the Basic Reference Studio Memory (**BRTM**). Use the **BRTM** of each SL-TL (target language) package to pre-translate each SL section at 100% in order to get the unchanged segments from the previous FdR.	SDL Studio
4.	The TMX files for the *Normative_Main*, the previous FdR(s), any other reference documents and the Retrieval results have been imported into the Working Studio Memory (**WTM**). In each SL-TL project, enable the **WTM**. Check that all the pre-translated segments (including those marked as 100%) are correct. Complete the translation using the **WTM**, saving the file frequently.	SDL Studio
5.	**DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) FOR EACH SL-TL COMBINATION**[4].	SDL Studio
6.	Assemble the final TL document. Run DocEP Change Document ID. **DELIVER AN MS WORD DOCUMENT**[5].	MS Word docep

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