




5.8 DG IPOL and DG EXPO texts (DV, EX, GL, IA, NT, SR, ST, TR) (with SDL Studio)

DG IPOL and DG EXPO thematic policy department texts: studies (ST), briefings (DV, NT), executive summaries (SR), excerpts (EX), at a glance documents (GL), in-depth analyses (IA) and tailored analyses (TR).

1. Monolingual source language documents








Step:	Action:	Tool:
1.	<p>The TMX files for the standard phrases <i>Normative_Policy_Departments</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).</p> <p>The BRTM has been used to pre-translated the original document at 100% in order to get the unchanged segments from the previous FdR and translations for standard phrases. Use this pre-translated SDLXLIFF file (*BR.docx.sdlxliff) for all further steps.</p>	 SDL Studio
2.	<p>The TMX files for the previous FdR, the <i>Normative_Policy_Departments</i>, 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.	DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) ³ .	 SDL Studio

¹ The content of the *Normative_Policy_Departments* TMX file has been validated and corresponds to approved templates that should always be translated in the same way. Please do not change the translation of any standard phrase.

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.

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 <i>Normative_Policy_Departments</i> ⁴ and <i>Normative_Main</i> ⁵ 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 and translations for standard segments.	 SDL Studio
4.	The TMX files for the previous FdR, the <i>Normative_Policy_Departments</i> , the <i>Normative_Main</i> 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 COMBINATION⁶.	 SDL Studio
6.	Assemble the final TL document. Run DocEP Change Document ID. DELIVER AN MS WORD DOCUMENT⁷.	 MS Word 

⁴ The content of the *Normative_Policy_Departments* TMX file has been validated and corresponds to approved templates that should always be translated in the same way. Please do not change the translation of any standard phrase.

⁵ 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.

⁶ 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.

⁷ All tagging and formatting from the original document must be kept or replicated in the MS Word file you will deliver.