5.9 Notices to members (CM, NT), Speeches (DI), Europarl and other IT texts (DV), Miscellaneous documents (DV), Letters (LT), Notes (NT), Annex (AN), Briefings (BR), Bulletins (BU), Press releases (CP), Manuals (MN), Citizens' information (CC), Medical miscellaneous (MD), Ombudsman's (draft) decisions (DV, DM) and MHEH documents (HH), Notices of competition/recruitment (NG), Tests for competitions and selection procedures (TE) (with SDL Studio)

Scenario 1: Original document is in Word (or Excel) format

Step:	Action:	Tool:
1.	If a previous FdR is mentioned on the FdR sheet, the corresponding TMX file has been imported into the Basic Reference Studio Memory (**BRTM**) together with the *Normative_General* and the *Normative_Main*[1] TMX files. **Monolingual SL (Source Language) document:** The **BRTM** 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 (***BR.docx.sdlxliff)** for all further steps. **Multilingual SL document:** Split the original multilingual document into source language specific files. Add each split document to the corresponding source-target langauge (SL-TL) Studio project. Use the **BRTM** 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.	SDL Studio
2.	The TMX files for the previous FdR, any other reference document, the *Normative_General*, the *Normative_Main* 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.	**Monolingual SL document:**	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.

	DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE)[2]. **Multilingual SL document:** **DELIVER A BILINGUAL SDLXLIFF FILE (OR A STANDARD BILINGUAL XLIFF FILE) FOR EACH SL-TL COMBINATION[3].** Run DocEP Change Document ID. **DELIVER AN MS WORD DOCUMENT[4].**	MS Word

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

[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.

Scenario 2: Original document is in XML format

Step:	Action:	Tool:	
1.	If a previous FdR is mentioned on the FdR sheet, the corresponding TMX file has been imported into the Basic Reference Studio Memory (**BRTM**) together with the *Normative_General* and the *Normative_Main*[5] TMX files. The **BRTM** has been used to pre-translate the original document at 100% in order to get the segments from a possible previous FdR. Use this pre-translated SDLXLIFF file (****BR.docx.sdlxliff)** for all further steps.		SDL Studio
2.	The TMX files for the previous FdR, any other reference document, the *Normative_General*, the *Normative_Main* 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)[6].**		SDL Studio

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[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 must be kept or replicated in the bilingual (SDL)XLIFF file you will deliver.

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