July 2016

File format: **XML**

**General linguistic guidelines for outsourced web translations**

* Translators are supposed to have **ample experience** in the translation of **websites**.
* Please keep in mind that texts on the web should not read like legal documents: instead they should be reader-friendly for a wide audience, concise and clear, e.g. avoid organisation-centric jargon, abbreviations, etc.
* Make sure the site is found by search engines by including words people will actually search with, whenever possible: in the page title, keywords...
* Make the link names meaningful (link names are also read by search engines and so should include keywords)

**Technical guidelines for translating XML files**

1) Use Studio, TagEditor or a similar **XML editor/CAT tool**.

2) Use the **correct XML tag settings**[[1]](#footnote-1).

For European Commission **CWCMS** **linkgroup files** with root element <lgtranslation>:

|  |  |
| --- | --- |
|  |  |

For **other** European Commission **CWCMS** **xml files** with root elements <short\_content>, <event>, <faq> etc.:

|  |  |
| --- | --- |
|  |  |

3) The **language code** (usually at the beginning of the document **"XX" or "xx"**) should be **changed** to **your language code**, as in this official list:

bg cs da de el en es et fi fr ga hr hu it lt lv mt nl pl pt ro sk sl sv

This does not apply to language codes in hyperlinks!

4) **Do not modify:**

- any tags

- the style, font etc.

File format: **XML**

5) **Translate**:

1. Open the .xml file with your **editor/CAT tool**.
2. **Reproduce all tags** as they appear in the original segment.
3. Do the translation.
4. Translate also link names (the text displayed in browser). The address (URL) of the target page should not be changed, unless requested.
5. In the case of **link group** files leave the original language in the left column and translate in the right column *(stylesheet preview – available if the correct linkgroup's settings file has been imported)*.

6) After translation, check the **preview**. It must have the **same rendering as the original**.

7) Save **target** / Perform **clean-up** when finished. After this, check the translation in your **browser**. It must have the **same rendering as the original**.

8) Please **deliver** your translation via the **eXtraPortal** :

Under "*My orders*" in "*My ongoing assignments*"- "*Order details*", **upload separately**:

• the **finished translation** in **xml** file format.

 click on the [*Upload*] link at the same level as the original document, appearing after all mandatory documents have been uploaded (IPR, FLM, FLA[[2]](#footnote-2) (if required))

• the **FLM** file, containing:

 the bilingual intermediate file ( .xliff or .ttx) and/or the exported memory (.tmx), according to the requirements set down in the *information sheet.* Upload a zip file in case you need to submit several files.

Click on the [*Upload FLM*] link, *Browse* and select your (zipped) file.

**Help**

For any problems with the eXtra portal: DGT-FL-PORTAL-MANAGER@ec.europa.eu

1. ".ini" files are attached to this reference document, and can be saved directly by right clicking on the icon, selecting "File Object", and "Save As". “sdlftsettings” files can be saved by selecting the settings file and doing a "copy/paste" or“drag and drop” to a folder on your PC. [↑](#footnote-ref-1)
2. IPR (Intellectual property rights); FLM (Freelance translation memory/bilingual files); FLA (Freelance annexes) [↑](#footnote-ref-2)