July 2016

File format**: XML (EUSurvey)**

**Outsourced translation of EUSurvey[[1]](#footnote-1) XML files**

**Technical guidelines**

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

2) Usually your general **xml settings** will do fine (e.g. the "Any XML" filetype or similar). If you are using Trados Studio you may use the attached settings file, which mainly improves preview from inside the CAT tool.

In any case, **source and target xml** should be **readable and printable** from a browser.

**Filetype settings** for SDL Trados Studio users: *EUSurvey.sdlftsettings*[[2]](#footnote-2)



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/translate:**

- the key values (e.g. c757eb1f-8652-e4c7-d8f0-e1728e2af944) or the types of text (e.g. FreeTextQuestion, Text etc.)

- any tags

- the style, font etc.

5) **Translate**:

1. Open the .xml file with your **editor/CAT tool.**
2. **Reproduce all tags** as they appear in the original segment, depending on their meaning.
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.

6) **Create target /** perform **clean-up** when finished. Check the target file in your **browser**. It must have the same renderingas the **source file**.

7) Please **deliver** your translation via the **eXtra portal**:

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[[3]](#footnote-3) (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](mailto:DGT-FL-Portal-manager@ec.europa.eu)

1. EUSurvey is an online survey management system for creating and publishing forms available to the public, e.g. user satisfaction surveys and public consultations. [↑](#footnote-ref-1)
2. “sdlftsettings” file can be saved by selecting the settings file and doing a "copy/paste" or “drag and drop” to a folder on the PC. [↑](#footnote-ref-2)
3. IPR (Intellectual property rights); FLM (Freelance translation memory/bilingual files); FLA (Freelance annexes) [↑](#footnote-ref-3)