File format**: HTM/HTML**

**General linguistic guidelines for outsourced web translations**

* 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 using words people 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 HTML files**

1) Use Trados Studio, TagEditor or any **other HTML editor/CAT tool.**

2) **Do not modify**:

* any tags (except if necessary simple internal formatting tags like <i>, <b>, <u>)
* the style, font, etc.
* the address (URL) of the target page of links (unless specifically requested).

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

4) **Save target** or perform **clean up** when finished. After that, check the translation in your **browser**. It must have the **same rendering as the original**.

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

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

* the finished translation in **htm/html** 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[[1]](#footnote-1) (if required)).

* the **FLM** file, containing:

 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. IPR (Intellectual property rights); FLM (Freelance translation memory/bilingual files); FLA (Freelance annexes) [↑](#footnote-ref-1)