July 2016

Format**: Zipped xml files**

**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 *zipped* XML files**

1) **Download** the ORI zipped file from the eXtra portal and **unzip** the ORI folder.

2) Use Studio, TagEditor or any other **XML editor/CAT tool.**

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

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

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

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

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

4) **ATTENTION!**: The **language code** – in the file name e.g. "index\_**en**.xml" and the language reference in the file -**"xx"- must be changed** to your language code, in **lower case**, 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 applies only to the names of the files to be translated. It does not apply to any hyperlinks you may find in the files themselves: **urls** should **remain unchanged** (unless specifically required).

5) **Do not modify:**

- any tags

- the style, font (size, bold/italic etc.)

6) For each XML file:

1. Open the .xml files 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)*.

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

8) Now, **save target** orperform **clean-up**. After that, check the xml in a **browser**. It must have the **same rendering** as the **original**.

9) Please **deliver** your translations via the **eXtraPortal**:

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

* the finished **translations** in a **zip** file (containing files in xml format)**.**

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

* the **FLM** file, containing:

 bilingual intermediate files (.xliff or .ttx) and/or the exported memory/ies (.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 problems with the eXtra portal:[DGT-FL-PORTAL-MANAGER@ec.europa.eu](mailto:DGT-FL-Portal-manager@ec.europa.eu)

1. . “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.

   ".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".

   [↑](#footnote-ref-1)
2. IPR (Intellectual property rights); FLM (Freelance translation memory/bilingual files); FLA (Freelance annexes) [↑](#footnote-ref-2)