File format: **WORD**

**General linguistic guidelines for outsourced web translations**

**REMINDER:** Translators should 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, be concise and clear, 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 any link names (the displayed text of a link) in the document meaningful. For example, a link pointing toward a website where one can download a free copy of Adobe PDF Reader should say something like "Download PDF reader" rather than "click here".
* Only the displayed **text of a link** has to be translated: the address (URL) of the target page should not be changed, unless specifically requested.
* This is how you translate the displayed text of a link:
* Right-click on the link
* "Edit hyperlink"
* Translate the text in the box "Text to display"
* "OK"
* Always try and visit the target page of every link to know the context and for terminological consistency (especially if the target page already exists in your language).
* Reference files can be used for technical terminology, but the style should remain as described above.

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

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

• the **finished translation** in **Word** 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:

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