

**PLEASE FOLLOW THESE ADDITIONAL INSTRUCTIONS WHEN SENDING BACK *.XLIFF AND
*.TMX FILES:**

What you get:

Apart from the file in the original format you also received the translation memories in the *.tmx format and a properly segmented *.xliff file that contains the original.

We prepared a zipped package containing the translation memories in the *.tmx format and an *.xliff file corresponding to the original.

This *.zip file is added to the order as a zipped reference file.

The *.xliff file that we sent to you was prepared using SDL Studio 2014 or 2015 and is based on an Office 2010 file format (typically *.docx). It was also processed with a special tool that DGT uses to reduce the number of superfluous tags in the segments contained in the *.xliff file.

Also, the *.xliff file was segmented according to the rules that are applied for *.tmx files that you receive from us as reference material.

As a result, the match rate should be better than in the case of using your own resources only.

Please deliver:

1. Separately, as usual, the translation in the original file format.
2. In a zipped FLM file:
 - the *.xliff file with the translation. The *.xliff must contain the final translation, i.e. the translation in the original file format and the *.xliff must contain the same translated text. The translations in the *.xliff file and the translation in the original file format may not be different.

Please upload the files from point 2 by following these steps: Under My orders, in My ongoing assignments, Order details: Upload through the field Upload FLM click Browse and select your zipped file.

Don't forget:

Please work on the *.xliff files provided by DGT. Do not create your own .xliff files.

Do not change the languages of the *.xliff file, i.e. if the language of the original in the file is "en-GB" make sure it remains that way and do not change it to for example "en-US".

Both the translated *.xliff and the target file must be returned to DGT with exactly the same file names as you received them, for instance:

HOME-2015-80094-02-00-00-SK-TRA-00.docx

HOME-2015-80094-02-00-00-SK-TRA-00.docx.sdlxliff

Therefore, please do not change the file names.

Do not to change the encoding of the *.xliff files nor the one of the target files generated from it.

Please make sure that the contents of the .docx and .xliff files are identical. If you introduce any changes in the .docx file after the clean-up/export procedure, please adapt the *.xliff file accordingly. Please note that the translation in the *.sdlxliff file will be used as the basis for the evaluation of the quality of the translation delivered to DGT.

Further technical instructions:

Do not lock segments in the *.xliff, unless you are specifically asked to do so by DGT.

Please note that *.xliff files sent to you by DGT may contain locked segments that are not to be touched, unless you are given additional instructions by DGT on how to go about such segments.

If you cannot create a translation in its original file format (typically *.docx) from the *.xliff that you received from DGT:

1. Make a screenshot of the error message and inform DGT as soon as possible after being awarded the assignment that you cannot create the translation due to problems with the received *.xliff file. Attach the *.xliff, as well as the screenshot and a description of the error to the message.
2. Wait for DGT to provide you with an *.xliff file that you can use for translation, and generate the target document. Please upload all deliverables (both the target file and the bilingual .xliff) the usual way, via the eXtra Portal. In the unlikely event that DGT waives its right to receive the .xliff should you still fail to generate the target translation in its original file format, you have to deliver only as FLM the translated *.xliff file and the *.tmx with the translation (if the latter was requested by DGT) and upload as FLT, instead of the translated document, an evidence of the technical problem (screenshots with error messages, description of the error).