



## Brief for translating manuals, brochures and user guides

### INSTRUCTIONS FOR TRANSLATORS

**Important! If there is anything in the following instructions that is not clear to you, please contact the language unit concerned<sup>1</sup> as soon as possible.**

#### **Text type: manuals, brochures, user guides**

The purpose of these documents is to provide information. The target audience ranges from the staff of specialised national departments and agencies (manuals, user guides) to the general public (brochures).

Manuals and user guides are usually specialised in nature. They cover specific aspects of EU policies and cooperation between national and EU agencies. Documents in this category often contain specialist and/or technical terminology, which it is important to translate correctly. If the document is a new version of an existing text, this fact will be mentioned in the instructions for the translation assignment and a document comparison (DVC) will be provided. Please make the terminology and vocabulary consistent with the previous version (unless you are specifically instructed to make certain changes). A lot of useful terminology can be found in the EU's multilingual terminology database, [IATE](#), but you may also have to do some additional terminology research on your own.

Make readability a priority, especially for brochures, which are intended to convey general information about the European Union and its institutions to a wide audience. However, the content should always be rendered with precision and without additions or omissions.

#### **Important quality aspects**

- readability
- clarity
- accurate information
- terminological consistency

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<sup>1</sup> See [Contacts](#).

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## **Revision**

If there is a previous version, the amended parts of the text should be thoroughly revised. The parts of the text that have not been changed in the new version should not be substantially modified, although small stylistic adjustments are acceptable. Any changes in the target language to parts of the text not modified in the original should be flagged up in comments in the CAT tool (e.g. SDL Trados Studio).

## **Questions about the original**

If you have any questions concerning the source text (possible drafting errors, potential for multiple interpretations, ambiguities, etc.), please send them to the language unit concerned as soon as possible so that we can check with the drafter and get back to you with an answer in good time. We would be grateful if you could also flag up any such issues with a comment in the CAT tool.

## **Remarks**

If the document contains the postal addresses of authorities and/or agencies, they should be left in English or in the language of the Member State concerned, as in the original.

## **Reference material**

Any previous versions and other relevant reference material will be indicated in the instructions for the translation assignment. In many cases, additional information can be found on the web pages of the relevant EU institutions and/or agencies. The titles of any legal acts quoted should always be checked in [EUR-Lex](#). Terminology should be checked in [IATE](#) and/or [EUR-Lex](#).

Instructions for translating EU texts into your language can be found in the [Interinstitutional Style Guide](#). Further language-specific guidance for translation purposes may be available from your information corner on LING's [freelance translation platform](#).