

Estonian Style Guide

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1 About this style guide

This style guide is intended for the localization professional working on localized products that run on a Microsoft platform. It's not intended to be a comprehensive coverage of all localization practices, but to highlight areas where Microsoft has specific preferences or deviates from standard practices for Estonian localization.

The primary goal of this guide is to help you understand and learn how to address all of the necessary linguistic and stylistic nuances of Estonian during the localization of your products and services.

The style guide covers guidelines and recommendations for translating the Microsoft voice into Estonian including words, grammatical structures, the needs of the audience, and the intent of the text that are to be considered. Each of these areas is supplemented with samples.

Other language considerations covered in this style guide are accessibility, trademarks, geopolitical concerns and specific software considerations.

We welcome your feedback, questions and concerns regarding the style guide. Please send your feedback via [Microsoft Language Portal](#).

1.1 Recommended style references

Unless this style guide or the [Microsoft Language Portal](#) provides alternative instructions, use the orthography, grammar, and terminology in the following publications:

Normative references

When more than one solution is possible, consult the other topics in this style guide for guidance.

1. Eesti keele käsiraamat (Eesti Keele Sihtasutus, 2007); available online at <http://www.eki.ee/books/ekk09/>
2. Eesti õigekeelsussõnaraamat ÕS 2013 (Eesti Keele Sihtasutus, 2013); available online at <http://www.eki.ee/dict/qs/>
3. Eesti ortograafia (Eesti Keele Sihtasutus, 2005)
4. Eesti Keele Instituut (The Estonian Language Institute); <http://portaal.eki.ee/>

Microsoft User interface reference

A helpful reference is the [Windows User Experience Interaction Guidelines](#).

2 Microsoft voice

Microsoft's brand personality comes through in our voice and tone—what we say and how we say it. The design of Microsoft products, services, and experiences hinges on crisp simplicity.

Three principles form the foundation of our voice:

- **Warm and relaxed:** We're natural. Less formal, more grounded in honest conversations. Occasionally, we're fun. (We know when to celebrate.)
- **Crisp and clear:** We're to the point. We write for scanning first, reading second. We make it simple above all.
- **Ready to lend a hand:** We show customers we're on their side. We anticipate their real needs and offer great information at just the right time.

The Microsoft voice targets a broad set of users from technology enthusiasts and casual computer users. Although content might be different for different audiences, the principles of Microsoft voice are the same. However, Microsoft voice also means keeping the audience in mind. Choose the right words for the audience: use technical terms for technical audiences, but for consumers use common words and phrases instead.

These key elements of Microsoft voice should extend across Microsoft content for all language locales. For each language, the specific choices in style and tone that produce Microsoft voice are different. The following guidelines are relevant for US English as well as many other languages.

Guidelines

Keep the following guidelines in mind:

- Write short, easy-to-read sentences.
- Avoid passive voice—it's difficult to read and understand quickly.
- Be pleasant and ensure that explanations appear individualized.
- Avoid slang and be careful with colloquialisms—it's acceptable to reassure and connect with customers in a conversational tone, but be professional in doing so.

2.1 Choices that reflect Microsoft voice

Translating into Estonian in a way that reflects Microsoft voice means choosing words and grammatical structures that reflect the same style as the source text. It also means considering the needs of the audience and the intent of the text.

The general style should be clear, friendly and concise. Use language that resembles conversation observed in everyday settings as opposed to the formal, technical language that's often used for technical and commercial content.

When you're localizing source text written in Microsoft voice, **feel free to choose words that aren't standard translations** if you think that's the best way to stay true to the intent of the source text.

Because Microsoft voice means a more conversational style, literally translating the source text may produce target text that's not relevant to customers. To guide your translation, consider the intent of the text and what the customer needs to know to successfully complete the task.

2.1.1 Flexibility

When choosing to go for a translation different from source, try to understand the whole intention of the sentences, paragraphs, and pages, and then re-write just like you're writing the contents yourselves. It will make the contents more perfect for Estonian users. Sometimes, you may need to remove any unnecessary contents.

English example	Estonian example
Look for the trusted sender icon to identify emails that are safe to open.	Usaldusväärse saatja ikoon näitab, milliste meilide avamine on ohutu.
Open, edit and share Word, Excel and PowerPoint files even if you don't have Office installed.	Saate Wordi, Exceli ja PowerPointi faile avada, redigeerida ja jagada ka juhul, kui Office ei ole arvutisse installitud.
Get a fast and fluid experience right away.	Kasutage kiiret ja sujuvat teenust.

2.1.2 Word choice

Terminology

Use terminology from the [Microsoft Language Portal](#) where applicable, for example key terms, technical terms, and product names.

Short word forms and everyday words

Microsoft voice text written in US English prefers short, simple words spoken in everyday conversations. In English, shorter words are friendlier and less formal. Short words also

save space on screen and are easier to read quickly. Precise, well-chosen words add clarity, but it's important to be intentional about using everyday words that customers are accustomed to.

The following table lists some common words that are used for Microsoft voice in US English.

en-US word	en-US word usage
App	Use <i>app</i> instead of <i>application</i> or <i>program</i> .
Pick, choose	Use <i>pick</i> in more fun, less formal or lightweight situations ("pick a color," not "choose a color") and <i>choose</i> for more formal situations (don't use <i>select</i> unless necessary for the UI).
Drive	For general reference to any drive type (hard drive, CD drive, external hard drive, etc.). Use specific drive type if necessary.
Get	Fine to use as a synonym for "obtain" or "come into possession of" but avoid for other general meanings.
Info	Use in most situations unless "information" better fits the context. Use "info" when you point the reader elsewhere ("for more info, see <link>").
PC	Use for personal computing devices. Use <i>computer</i> for situations about PCs and Macs.
You	Address the user as <i>you</i> , directly or indirectly through the use of first- and second-person pronouns like "you." Avoid third-person references, such as "user," as they sound formal and impersonal. For information on localizing <i>you</i> , see the section Pronouns .

The Estonian Microsoft voice can also be conveyed through similar means by using shortened words or short words used by people in daily conversations. Adhere to approved terminology; don't use different target terms for already established and approved terms.

Note regarding Estonian translation for the word "**app**": **always** bear in mind the source text context in which this short term "app" is used. Usually the Estonian translation for "app" is "rakendus" or "minirakendus," but it depends on the exact context.

en-US source term	Estonian word	Estonian word usage
information, info	teave	Preferred over „informatsioon”—shorter and more concise.
synchronize, sync	sünkroonima	Preferred over „sünkroniseerima”—it’s recommended to avoid words with „-eeri-” suffix when possible.
modify	muutma	Preferred over „modifitseerima” which sounds too formal.
drag and drop	lohistama	Preferred over „pukseerima” which sounds too technical.
[use of pronouns]	[use of pronouns]	In general, when the sentence structure or verb already defines the object, pronouns are not needed. For example, "Te saate teha järgmist" vs "Saate teha järgmist."

2.1.3 Word-to-word translation

For a more fluent translation, avoid word-to-word translation. If words are translated directly without overall understanding of the paragraph or the page, the content will not be natural and may even appear ridiculous, and our customers will not come again. Strict word-to-word translation makes the tone stiff and unnatural. Split the text into different sentences, if necessary, to simplify. Omit descriptors to make the text snappier.

English text	Correct Estonian translation	Incorrect Estonian translation
Go beyond email.	See on palju rohkem kui ainult meiliteenus.	Minge meilist kaugemale.
An exclusive opportunity to upgrade your Hotmail to Outlook.com.	Teil on ainulaadne võimalus võtta Hotmaili asemel kasutusele Outlook.com.	Eksklusiivne võimalus täiendada Hotmail Outlook.com-ile.
Save time hunting for email addresses.	Ärge kulutage aega meiliaadresside otsimisele.	Säästke aega meiliaadresside jahtimise arvelt.

2.1.4 Words and phrases to avoid

Microsoft voice avoids an unnecessarily formal tone. The following table lists US English words that add formality without adding meaning, along with more common equivalents.

en-US word/phrase to avoid	Preferred en-US word/phrase
Achieve	Do
As well as	Also, too
Attempt	Try
Configure	Set up
Encounter	Meet
Execute	Run
Halt	Stop
Have an opportunity	Can
However	But
Give/provide guidance, give/provide information	Help
In addition	Also
In conjunction with	With
Locate	Find
Make a recommendation	Recommend
Modify	Change
Navigate	Go
Obtain	Get
Perform	Do
Purchase	Buy
Refer to	See
Resolve	Fix
Subsequent	Next
Suitable	Works well
Terminate	End
Toggle	Switch
Utilize	Use

The following table lists US English words, words or phrases to avoid in Estonian, and recommended equivalent words or phrases that convey the Estonian Microsoft voice.

en-US source	Estonian word to avoid	Estonian word/phrase
process	protsess	toiming
crypt	krüpteerima	krüptima
keyboard shortcut	klaviatuuri otsetee	kiirklahv
navigate	navigeerima	liikuma

2.2 Sample Microsoft voice text

The source and target phrase samples in the following sections illustrate the intent of the Microsoft voice.

2.2.1 Address the user to take action

US English	Estonian target	Explanation
The password isn't correct, so please try again. Passwords are case-sensitive.	Parool pole õige. Proovige uuesti. Paroolid on tõstutundlikud.	The user has entered an incorrect password so provide the user with a short and clear message with the action to try again.
This product key didn't work. Please check it and try again.	Tootenumbr pole õige. Vaadake see üle ja proovige uuesti.	The user has entered incorrect product key. The message politely asks the user to check it and try again.
All ready to go	Kõik on valmis	Casual and short message to inform user that setup has completed, ready to start using the system.
Would you like to continue?	Kas soovite jätkata?	Use of the second person plural to politely ask the user if they would like to continue.
Give your PC a name—any name you want. If you want to change the background color, turn high contrast off in PC settings.	Pange oma arvutile soovitud nimi. Taustavärv muutmiseks lülitage arvutisätetes suur kontrastsus välja.	Address the user directly using second person plural to take the necessary action.

2.2.2 Promote a feature

US English	Estonian target	Explanation
Picture password is a new way to help you protect your touchscreen PC. You choose the picture—and the gestures you use with it—to create a password that’s uniquely yours.	Piltparool on uus viis, kuidas oma puuteekraaniga arvutit kaitsta. Valite ise nii pildi kui ka koos sellega kasutatavad liigutused, et luua enda jaoks ainuomane parool.	In English, promoting a specific feature with the use of em-dash to emphasize the specific requirements to enable the feature which in this situation is picture password. In Estonian, dashes can often be left out.
Let apps give you personalized content based on your PC’s location, name, account picture, and other domain info.	Saate lasta rakendustel pakkuda teile teie arvuti asukohta, nime, kontopildi ja muu domeeniteabe põhjal isikupärastatud sisu.	Promoting the use of apps. Depending on the context of the string you can add familiarity to the text by using everyday words for example, PC.

2.2.3 Provide how-to guidelines

Note that in Estonian the purpose of the action (the reason for why an action should be done) should preferably precede the steps to be performed. And the steps to be performed (i.e the order of UI elements to be clicked) should be provided in the actual order of clicking/performing.

US English	Estonian target	Explanation
To go back and save your work, click Cancel and finish what you need to.	Tagasi minemiseks ja töö salvestamiseks klõpsake nuppu Loobu ja tehke vajalikud toimingud.	Short and clear action using second person plural.
To confirm your current picture password, just watch the replay and trace the example gestures shown on your picture.	Praeguse piltparooli kinnitamiseks vaadake taasesitust ja järgige pildil kuvatavaid näidisliigutusi.	Voice is simple and natural. The user isn’t overloaded with information; we tell them only what they need to know to make a decision.
Close these applications and then click Retry to continue setup or Exit to exit it.	Sulgege need rakendused ja klõpsake siis installimise jätkamiseks nuppu Proovi uuesti või väljumiseks Välju .	The purpose of the action ("to continue setup" and "to exit") precedes the action itself ("click Retry" and "click Exit").

2.2.4 Explanatory text and support

US English	Estonian target	Explanation
The updates are installed, but Windows 10 Setup needs to restart for them to work. After it restarts, we'll keep going from where we left off.	Värskendused on installitud, kuid nende töötamiseks tuleb Windowsi installiprogramm taaskäivitada. Pärast taaskäivitamist jätkame sealt, kuhu pooleli jäime.	The language is natural, the way people talk. In this case voice is reassuring, letting the user know that we're doing the work. Use of "we" provides a more personal feel.
If you restart now, you and any other people using this PC could lose unsaved work.	Kui taaskäivitate arvuti kohe, võib teie ja teiste seda arvutit kasutavate inimeste salvestamata töö kaotsi minna.	Voice is clear and natural informing the user what will happen if this action is taken.
This document will be automatically moved to the right library and folder after you correct invalid or missing properties.	Kui olete asendanud sobimatud või lisanud puuduvad atribuudid, teisaldatakse dokument automaatselt õigesse teeki ja kausta.	Voice talks to the user informatively and directly on the action that will be taken.
Something bad happened! Unable to locate downloaded files to create your bootable USB flash drive.	Midagi läks valesti. Alglaaditava USB-mäluseadme loomiseks vajalikke allalaaditud faile ei leitud.	Without complexity and using short sentences inform the user what has happened. Avoid literal translation if it sounds odd in Estonian.

3 Language-specific standards

Information about Estonian-specific standards, such as phone number formats, date formats, currency formats, and measurement units are available from the [GoGlobal Developer Center](#).

3.1 Grammar, syntax and orthographic standards

This section includes information on how to apply the general language and syntax rules to Microsoft products, online content, and documentation.

3.1.1 Abbreviations

Common abbreviations

You might need to abbreviate some words in the UI (mainly buttons or options names) due to lack of space. This can be done in the following ways:

Abbreviate the words according to general abbreviating rules for Estonian language. For detailed instructions see "Eesti keele käsiraamat."

At the same time try to avoid using too many abbreviations and unfamiliar abbreviations, since it can make the text difficult to comprehend. If shorter string is needed, consider using shorter synonyms or rephrase the string.

en-US source text	Estonian long form	Estonian abbreviated/shortened form
Download program	Laadi programm alla	+ Laadi progr. alla + Laadi alla - Laad. pr. al.
Turn off mobile device.	Lülitage mobiilsideseade välja.	+ Lülitage telefon välja. - Lül. mobiilsides. välja.

List of common abbreviations:

a – aasta
aj – ajutine
pr – aprill
AS – aktsiaselts
aug – august
aü – ametiühing
dets – detsember
dots – dotsent
dr – doktor
e – ehk
E – esmaspäev
eKr – enne Kristuse sündi
e.m.a – enne meie ajaarvamist
end – endine

hr – härra
hrl – harilikult
j – jõgi; jagu
j.a – juures asuv
jaan – jaanuar
jj – ja järgmine, -sed
jm – ja muu(d); ja mujal
jms – ja muud sellised, ja muud seesugust
jmt – ja mitmed teised, ja mõned teised
jn – joonis
jne – ja nii edasi
jpt – ja paljud teised
jrk – järjekord, järjekorranumber
jsk – jaoskond
jt – ja teised
juh – juhataja
jun – ju(u)nior
K – kolmapäev
k.a – käesoleval aastal; kaasa arvatud
kd – köide
kk – keskkool; käskkiri
kl – klass; klaas, klaasitäis; kell
l – leht; loe; linn; laht
L – laupäev
lk – lehekülg
LK – looduskaitse all
lp – lugupeetud
lüh – lühend; lühemalt
mag – magister
m.a.j – meie ajaarvamise järgi
min – minut; miinimum
mld – miljard
mln – miljon
mnt – maantee
ms – muuseas, muide
N – neljapäev; naistele
nn – niinimetatud
nov – november
nr – number
nt – näiteks

n-ö – nii-öelda
okt – oktoober
OÜ – osaühing
p – punkt
P – pühapäev
pKr – pärast Kristuse sündi
pms – peamiselt
p.o – peab olema
pr – proua
prl – preili
prof – professor
ptk – peatükk
R – reede
s – sekund; sajand; saar; sent
s.a – sel aastal
saj – sajand
sealh, sh – sealhulgas
sen – se(e)nior
sept – september
skp – selle kuu päeval
s.o – see on
st, s.t – see tähendab
t – tänav; tund (rahv-vah süsteemis h)
T – teisipäev
tehn – tehnika; tehniline
tel – telefon
tk – tükk(i)
tlk – tõlkija; tõlkinud
Tln – Tallinn
tn – tänav
tr – trükk
Trt – Tartu
tv, TV – televisioon
u – umbes
v – või; veerg; vihik, vihk; väin; vald
v.a – välja arvatud; väga austatud
van – vananenud
veebr – veebruar
vm – või muu(d)
vms – või muud sellist, või muu seesugune

vrđ – vřrdle
vt – vaata
řa – řppeaasta
řp – řpetaja
řpil – řpilane

The following list shows some common technical abbreviations used in IT.

Expression	Acceptable abbreviation
kilobitti sekundis	kbit/s
kilobaiti sekundis	kB/s
megabitti sekundis	Mbit/s
megabaiti sekundis	MB/s
přřret minutis	p/min

For more detailed list of abbreviations, see „Lřhendiraamat“ by Martin Ollisaar (2006, Valgus).

Expression	Acceptable abbreviation
For more information see page 58.	Lisateabe saamiseks vt lk 58.

Don't abbreviate already short words such as mai, juuni, juuli, mřrts etc.

3.1.2 Acronyms

Acronyms are words made up of the initial letters of major parts of a compound term. Common examples are WYSIWYG (What You See Is What You Get), DNS (Domain Name Server), and HTML (Hypertext Markup Language).

Localized acronyms

Examples:

en-US source	Estonian target
GDP	SKP
Arabic (U.A.E)	araabia (AÜE)
English (U.S.A)	inglise (USA)

Unlocalized acronyms

International acronyms that are widely used stay the same in Estonian.

Examples:

en-US source	Estonian target
USB	USB
LAN-connection	LAN-ühendus

If a US acronym is less widely used and is not explained in the original, it's advisable to localize it fully and leave the original acronym in brackets.

Example:

en-US source	Estonian target
DRM	digitaalõiguste haldus (DRM)

It might sometimes be useful to use a modifier before a US acronym and/or include a full name in English.

en-US source	Estonian target
To use the 30-Day Trial, you will be required to activate the software over the Internet by using the PID Key located on the back of this card.	30-päevase prooviversiooni kasutamiseks tuleb teil aktiveerida tarkvara Internetis. Aktiveerimiseks kasutage selle kaardi tagaküljel olevat identimiskoodi PID (Trial Product Identification Key).

3.1.3 Adjectives

In Estonian, handle adjectives in the following manner.

Adjectives are handled as nouns. They are declined and they also have plural forms like nouns have. If they appear with a noun, they concord to a noun. See „Eesti keele käsiraamat” for detailed information.

en-US source	Estonian target
New file	Uus fail
New files	Uued failid

3.1.4 Capitalization

Since English language tends to overuse capitals, don't use English rules and style of capitalization in Estonian translation. Follow the general grammar rules pointed out in "Eesti keele käsiraamat."

1. Capitalization of sentences

In Estonian, the first letter of the sentence is capitalized. After a colon the sentence should generally continue with a lower case.

2. Capitalization of proper names

In Estonian, like in English, proper names (i.e., names of programs, modules, wizards) are capitalized. If the localizable software item is a phrase, capitalize only the first word.

en-US source	Estonian capitalization
Click Save As	+ Klõpsake nuppu Salvesta nimega . – Klõpsake nuppu Salvesta Nimega .

However, in trademarks (for example, Microsoft Windows), every word should be capitalized.

3. Capitalization of a text in brackets

In English software, additional short text in brackets often starts with a capital letter. In the Estonian localized software, when the short text in brackets is not a full sentence, it should start with a small letter.

In Estonian we only capitalize the following:

- toponyms (including countries and states)
- companies, organizations
- persons' names
- media editions, documents, belletristic and art works
- historical events
- events
- goods
- plant breeds
- rewards

The following list consists of items that are not names and can't be written in capital letters:

- months, weekdays, holiday names
- job titles, titles of honor, ranks, scientific degrees
- all designations and appellations
- derivatives of names (shakespearelik väljend = Shakespearish phrase)
- the sentence that continues after a colon or a dash
- list items (with exceptions)
- language names

Examples:

en-US source	Estonian capitalization
To find the last Product Use Rights document in which a product appeared...	Kõige värskemad tootekasutusõiguste dokumenti, milles teile huvipakkuvat toodet käsitleti...
We updated the Additional Terms section of the <u>Online Services</u> section of this document.	Värskendasime selle dokumendi <u>võrguteenuste</u> jaotise lisatingimuste osa.
Corporate Error Reporting	Ettevõttesisene tõrgetest teavitamine

The above examples are not either names (but designations/appellations) or are titles, which uses the capital letter only in the beginning of the first word of the title.

3.1.5 Compounds

Compounds should be understandable and clear to the user. Avoid overly long or complex compounds. Keep in mind that unintuitive compounds can cause intelligibility and usability issues.

In Estonian it's very common to form and use compounds. Compound word is created by adding other word's stem to a word. Compounding words gives a new word with new meaning. For example, phrases „lapse põlv” (child's knee) and „lapsepõlv” (childhood) have completely different meanings. See „Eesti keele käsiraamat” for detailed information about compound formation.

Examples:

en-US source	Estonian target
CD player	CD-mängija
toolbar	tööriistariba

3.1.6 Conjunctions

For en-US Microsoft voice, conjunctions can help convey a conversational tone. Starting a sentence with a conjunction can be used to convey an informal tone and style.

In Estonian it's not recommended to start sentences with conjunctions.

3.1.7 Contractions

For en-US Microsoft voice, contractions help convey a conversational tone and used whenever possible.

en-US long form	en-US contracted form
Do not	Don't

In Estonian it only applies to the verb „olema” in a negative sentence.

en-US source text	Estonian long form	Estonian contracted form
Not available	Ei ole saadaval	Pole saadaval

3.1.8 Genitive

Genitive case corresponds to the question whose. It shows affiliation. It does not have a specific case ending. See "Eesti keele käsiraamat" for detailed information.

Convention 1

In English, attaching a genitive "s" to (trademarked) product names is not feasible, as it could be interpreted as a modification of such names. In Estonian, adding genitive case ending to product name corresponds to grammar rules and is natural. Estonians don't interpret it as a modification of such names, because names are declined in Estonian language. If it's not possible to decline the name, then correct modifier should be used. Be aware that excessive use of modifiers makes the text unnatural and declination of names should be used wherever possible.

Examples:

en-US source	Estonian target
Please sign in to Office before adding this service.	Enne selle teenuse lisamist logige Office'isse sisse.
This is the new feature of Microsoft .	See on Microsofti uus funktsioon.

3.1.9 Localizing colloquialism, idioms, and metaphors

The Microsoft voice allows for the use of culture-centric colloquialisms, idioms and metaphors (collectively referred to "colloquialism").

Choose from these options to express the intent of the source text appropriately.

- Don't attempt to replace the source colloquialism with an Estonian colloquialism that fits the same meaning of the particular context unless it's a perfect and natural fit for that context.
- Translate the *intended* meaning of the colloquialism in the source text (not the literal translation of the original colloquialism in the source text), but only if the colloquialism's meaning is an integral part of the text that can't be omitted.
- If the colloquialism can be omitted without affecting the meaning of the text, omit it.

Example:

en-US source	Estonian target
We've hit a snag	Ilmnes probleem.

3.1.10 Modifiers

In localized Estonian text you often need to use modifiers. Modifiers must be used when there are variable tags in the text. As tags are replaced with different names and different words are declined differently in Estonian, we can't always add a case ending to the tag. In these cases, a modifier must be used and then the modifier is declined. Although, note that it's very common and natural to decline words in Estonian and it should be done whenever possible. Excessive use of modifiers makes the text unnatural.

To help the user, you will have to add modifiers (descriptors) before the Estonian names of keys, objects, menus, commands, dialog box elements, icons, etc. as well as acronyms, even if they are not included in the English text. Note that only the modifier is declined; the names of the objects, menus, commands, dialog box elements, icons, etc. have to be used exactly the way they are used in the user interface. Note that the modifier goes before the name modified not vice versa.

Example:

en-US source	Estonian target
Select Save .	+ Klõpsake nuppu Salvesta . - Klõpsake Salvesta nuppu. - Klõpsake Salvestamise nuppu.

Before using a modifier, always check what a particular name or abbreviation refers to. When referring to different types of software, use the following descriptors when needed:

en-US source	Estonian target
Office	tarkvarakomplekt
Office 365	teenusekomplekt
Windows or other operating system	operatsioonisüsteem, opsüsteem
Any other type of software	programm, rakendus etc.

Exception where the use of modifiers is not recommended: In case we are dealing with a long list of UI elements that user needs to choose to perform a task, it's advised to use word „valima” which requires nominative case. In this case we don't need to add modifiers.

Example:

en-US source	Incorrect target	Correct target
Click Format > Reset Picture	Klõpsake suvandeid Vorming > Lähtesta pilt	Valige Vorming > Lähtesta pilt

Note: Be careful with using modifier "suvand," since it does not fit in every context. "Suvand" has a specific meaning in Estonian indicating an optional parameter or setting and can't be used as modifier for buttons.

en-US source	Estonian target
Click Close .	+ Klõpsake nuppu Sule . - Klõpsake suvandit Sule .

3.1.11 Nouns

General considerations

Noun is one of the basic parts of speech in Estonian. There are hardly any sentences without nouns in Estonian. Nouns are typically words that change in case and number, naming different objects (things, persons etc.) and they can be in a sentence as a subject and an object.

Example:

+ **Meri** kohises. **Tüdrukud** kuulavad **muusikat**.

Besides typical nouns there are other nouns that have different meaning. They express action (jooksmine, jook –running) or property (ilu –beauty). Nouns can also fill syntactic features of other parts of speech: adverbial as an adverb, for example Tüdrukud kuulasid **laupäeval** muusikat (as Tüdrukud kuulasid **eile** muusikat); attribute as an adjective, for example **poisi** raamat (as **hea** raamat); and subject predicative, for example Joosep on **üliõpilane** (as Joosep on **imelik**).

All names are nouns.

See "Eesti keele käsiraamat" for detailed information.

Inflection

There are 14 cases in Estonian.

Examples:

Nominative (Microsoft)

Genitive (Microsofti)

Partitive (Microsofti)

Allative (Microsoftile)

Adessive (Microsoftil)

Ablative (Microsoftilt)

Illative (Microsofti)

Inessive (Microsoftis)

Elicative (Microsoftist)

Translative (Microsoftiks)

Terminative (Microsoftini)

Essive (Microsoftina)

Abessive (Microsoftita)

Comitative (Microsoftiga)

Note: as names are nouns in Estonian, they are also declined.

Plural formation

Plural partitive is formed from either singular genitive or singular partitive and can take the following endings some words have two forms:

* -id: one-syllable words with long vowels aa, ee, õõ, uu, öö, ää, two-syllable words with long vowels or endings -em, -en, -el, -er, -ar, -ur, -e, -ne, -s or singular genitive with one or three syllables, three-syllable words with endings -ne, -s,

* -sid: one-syllable words with long vowels ii, üü or a diphthong, two-syllable words with short vowels, three-syllable words with endings -um, -on, -er, -ar, -är, -ov, -nna,

* -e: words with singular partitive endings -i, -u, -j, or singular partitive ending -a with the preceding syllable containing u,

* -i: words with singular partitive ending -e, or singular partitive ending on consonant with singular genitive ending -e, or singular partitive ending -a with the preceding syllable containing vowels e, o, ä, ö, ü or a diphthong with one of these vowels as the first sound with the exception of ei, äi,

* -u: words with singular partitive ending -a with the preceding syllable containing vowels a, i, õ or diphthongs ei, äi.

Plural illative, inessive, elative, allative, adessive, ablative, translative have a short form in some words. If the plural partitive ends with -id, then the short plural stem is this form without -d instead of plural genitive with -de-; if it ends with a vowel, then the short plural stem is this form; if it ends with -sid, then the short plural can't be formed.

See „Eesti keele käsiraamat“ for detailed information.

3.1.12 Numbers

This topic includes guidelines when to use numerals (symbol that represents a number. for example, 1, 2, 3, 234, etc.) and when to spell out numbers (one, two, three, two hundred and thirty-four) and other aspects for the particular language.

The main rule is that numerals 1–10 should be written in words and numerals bigger than 10 should be written in numbers.

Examples:

Add at least one address.—Lisage vähemalt üks aadress.

Less than 24 hours left in trial—Prooviperioodi lõpuni on jäänud vähem kui 24 tundi

However, if the sentence contains many numerals both smaller and bigger than 10, writing in numbers should be preferred.

Example:

You have 8 photos, 21 videos and 124 other documents.—Teil on 8 pilti, 21 videot ja 124 muud dokumenti.

There are no other dependencies between the numerals and the nouns following them.

For more detailed information about the use of numerals see "Eesti ortograafia" and "Eesti keele käsiraamat" (available online at <http://www.eki.ee/books/ekk09/>).

3.1.13 Prepositions

Be aware of proper preposition use in translations. Many translators, influenced by the English language, omit them or change the word order.

For the Microsoft voice, use of prepositions is another way to help convey a casual or conversational tone. Starting or ending a sentence with a preposition is acceptable practice in conveying Microsoft voice.

As for Estonian, there are not many prepositions to use (enne (õhtut), keset (teed), piki (randa) etc.). Prepositions are usually with noun in partitive case, but few prepositions require other cases (tänu sõbrale, ilma pikema jututa etc).

Use them according to general Estonian grammar rules. See „Eesti keele käsiraamat” for detailed information.

Source text expression	Estonian expression
Please see Terms and Conditions before download.	Enne allalaadimist tutvuge tingimustega.

3.1.14 Pronouns

Pronouns are typically independent synsemantic words that change in case and number and behave as nouns, adjectives or numerals in sentences, but they have more abstract content (mina, tema, see, niisugune, iga, mitu). Use the 2nd person plural (teie) to address the user. Normally, the pronoun "teie" itself will not be needed, but if used, write it in the lower case. This is to ensure consistency with any printed material on the same topic (which traditionally uses lowercase pronouns). See "Eesti keele käsiraamat" for detailed information about usage of pronouns.

Examples:

en-US source	Estonian target
My Computer	Minu arvuti
Click Copy .	Klõpsake käsku Kopeeri .
If you haven't saved the file...	Kui te pole faili salvestanud...

Note: Avoid using "we" in translations when referring to computer, system even if it's present in source.

Example:

en-US source	Incorrect target	Correct target
We couldn't save the file.	Me ei saanud faili salvestada.	Faili ei saanud salvestada.

3.1.15 Punctuation

No punctuation marks are needed at the end of menu titles. No punctuation marks are needed at the end of command titles. Irrespective of the punctuation of check buttons and radio buttons in English, those in Estonian don't end with a period unless they are complete sentences or contain several sentences. Irrespective of the punctuation of the headings of list boxes and tables in English, those in Estonian never end with a period. Column and row headings should start with a capital letter and usually have no punctuation marks at the end. Error messages should always end with a full stop / question mark even though this rule is not observed in English. Estonian error messages (except questions) always finish with the period. Exclamation marks and other punctuation marks are used only in exceptional cases. See "Eesti keele käsiraamat" for detailed information.

Bulleted lists

Follow general Estonian grammar rules when forming lists.

Detailed instructions can be found in „Keelenõuanne soovitab 3“ (article „Kuidas vormistada loetelu“) at <http://keeleabi.eki.ee/artiklid3/loetelu.html>, and in „Väikesed tarbetekstid“ by M. Raadik.

Comma

Follow general Estonian language grammatical rules on using comma. Detailed instructions can be found in "Eesti keele käsiraamat."

Note: decimal value is separated from the integer number with a comma (for example, 5,6 km).

Colon

Follow general Estonian language grammatical rules on using colon. Detailed instructions can be found in "Eesti keele käsiraamat."

Use colon in a list that contains single words or phrases. Then these list items must start with lower case and are separated with comma or semicolon and last item ends with full stop.

Example:

+ RTF-vormingus faili loomiseks tuleb teha järgmist:

- avada tekstiredaktoris (näiteks MS Wordis) soovitud dokument (või tuleb see ise koostada),
- valida **Fail > Salvesta nimega**.

Don't use colons when bulleted list contains full sentences. Then a phrase preceding a bulleted list must end with full stop.

Example:

+ RTF-vormingus faili loomiseks tehke järgmist.

- Avage tekstiredaktoris (näiteks MS Wordis) soovitud dokument (või koostage see ise).
- Valige **Fail > Salvesta nimega**.

Dashes and hyphens

Three different dash characters are used in English: hyphen, em dash and en dash. In Estonian, only hyphen and en dash are used.

Hyphen

In English, the hyphen is used to divide words between syllables, to link parts of a compound word, and to connect the parts of an inverted or imperative verb form. In Estonian, hyphen is used as wordbreak; it's also used between two words to create one-word compound. For more detailed information about hyphen, see "Eesti keele käsiraamat."

Examples:

US English	Estonian target	Comment
CD player	CD-mängija	Hyphen used in compound formation.
Download Center	Allalaadimis- keskus	Hyphen used as wordbreak.

En dash

The en dash is used as a minus sign. There is no space when it's with a single number, but there must be spaces around en dash in mathematical operation.

Examples:

US English	Estonian target	Comment
-15 °C	-15 °C	Minus sign without space in temperature
9-5 = 4	9 – 5 = 4	Minus sign with spaces in mathematical operation

The en dash is also used in number ranges, such as those specifying page numbers. No spaces are used around the en dash.

Examples:

US English	Estonian target	Comment
700-800 euros	700–800 eurot	Range without spaces.
1-6 km	1–6 km	Range without space.

In Estonian, en dash is also used to emphasize or separate a phrase or clause within a sentence. There is always a space before and after the en dash. This differs from English usage where em dash is used without spaces in such circumstances.

For detailed instructions about en dash usage see "Eesti keele käsiraamat."

US English	Estonian target	Comment
Computers, printers, scanners— these are office machines.	Arvutid, printerid, skannerid – need on kontoriseadmed.	En dash with spaces in translation.

Em dash

The em dash is only used in English to emphasize an isolated element or introduce an element that's not essential to the meaning conveyed by the sentence. In Estonian, em dash is not used at all. Instead en dash is used.

Ellipses (suspension points)

Ellipses are used to indicate interruption of the sentence, to show that the sentence is more or less finished, but there is more to say and to replace letters omitted from the word.

Although according to Estonian grammar rules, ellipses can be used with or without preceding space, it's recommended to use it without space in UI translations. This is due to character limit and to avoid ellipses alone being in one row/line.

Examples:

US English	Estonian target	Comment
Downloading...	Allalaadimine...	Ellipses indicating process; without space
Change Name...	Muuda nime...	Ellipses in button title; without space

Keep in mind the following when using ellipses/suspension points:

Maintain consistency of ellipses throughout a product, whether it means using ellipses with or without spaces.

Period

Typically sentences end with period. After a period, the next sentence must start with capital letter.

A caption is not followed by a period if it consists of one word or a phrase (Sissejuhatus). However, if a caption consists of a full sentence or if one caption is directly followed by another, the period is used.

When table items are complete sentences, each of them starts with a capital letter and ends with a period.

Estonian error messages (except questions) always finish with the period. Exclamation marks and other punctuation marks are used only in exceptional cases.

There must not be a period after abbreviations, unless they look like any existing word in Estonian.

Example:

US English	Estonian target	Comment
An unexpected error has occurred	Ilmnes ootamatu tõrge.	Error message

Quotation marks

Quotation marks are used when referring to refer a phrase as it appears in the UI; for product or service names which should be separated from the rest of the sentence for clarity reasons; for the title of a help topic, magazine article, or a book chapter, in place of bold when the UI doesn't allow for bold formatting, when describing a word, and not its meaning.

In US source strings, you may find software references surrounded by English quotation marks. Same can be done in Estonian for clarity reasons.

In Estonian, several quotation marks are allowed, including curly quotation marks – „ (Alt+0132, Unicode U+201E) and ” (Alt+0148, Unicode U+201D) – and keyboard quotation marks (keyboard shortcut Shift+2). Keyboard quotation marks are preferred because they are easily accessible from keyboard in all translation environments and increase productivity. It's important to use one type of quotation marks consistently throughout a product/version/text.

Example:

US English	Estonian target
The new Office on Demand can instantly stream your Office applications to any PC running Windows 7 or higher, when you want it to.	Uuest teenusest "Office nõudmisel" saate Office'i rakendused kiiresti taustal alla laadida otse suvalisse arvutisse, kus töötab Windows 7 või uuem opsüsteem.

If UI element references are not highlighted, rephrase UI element reference or use quotation marks.

Example:

En-US source	Incorrect target	Correct target
Send a Smile. Send a Smile allows you to send an email to Microsoft with your feedback. By default, this email will provide to Microsoft:	Saada naeratus. Saada naeratus võimaldab saata Microsoftile meili tagasisidega. Vaikimisi edastab see meil Microsoftile järgmised andmed:	+ Saada naeratus. Funktsioon „Saada naeratus“ võimaldab saata Microsoftile meili tagasisidega. Vaikimisi edastab see meil Microsoftile järgmised andmed: + Saada naeratus. Naeratuses saatmise funktsioon võimaldab saata Microsoftile meili tagasisidega. Vaikimisi edastab see meil Microsoftile järgmised andmed:

Parentheses

In Estonian, as it's in English, there is no space between the parentheses and the text inside them.

Example:

US English	Estonian target
Text must be in <i>Italic (cursive)</i> .	Tekst peab olema kursiivis (kaldkirjas).

3.1.16 Sentence fragments

For the Microsoft voice, use of sentence fragments helps convey a conversational tone. They are used whenever possible as they are short and to the point.

Due to the structure of the Estonian language, sentence fragments are limited in use, but when possible, they provide a good alternative to go straight to the point.

US English source text	Estonian long form	Estonian sentence fragment
To get additional info please see...	Lisateabe saamiseks vaadake...	Lisateavet vt...
Here's how:	Järgige neid juhiseid.	Tehke järgmist.
Use the following steps.	Järgige neid juhiseid.	Tehke järgmist.

3.1.17 Symbols & nonbreaking spaces

Instead of ampersand symbol, word „ja” must be used in Estonian. Ampersand should only be used if it’s part of a (trademarked) name.

For detailed instructions on how to use different types of symbols, see "Eesti keele käsiraamat."

Example:

US English	Estonian target
Questions & Answers	Küsimused ja vastused

Nonbreaking space is recommended to be used when it’s necessary to avoid an automatic line break at its position (for example, numbers).

Example:

US English	Estonian target
10,000	10 000

3.1.18 Verbs

For US English Microsoft voice, verb tense helps to convey the clarity of Microsoft voice. Simple tenses are used. The easiest tense to understand is the simple present, like we use in this guide. Avoid future tense unless you’re describing something that will really happen in the future and the simple present tense is inapplicable. Use simple past tense when you describe events that have already happened.

The Estonian Microsoft voice can’t be conveyed similarly through the use of verb tense. In Estonian tenses don’t have significant value on making the text more fluent.

Translation just has to follow the source.

4 Localization considerations

Localization means that the translated text needs to be adapted to the local language, customs and standards.

The language in Microsoft products should have the "look and feel" of a product originally written in Estonian, using idiomatic syntax and terminology, while at the same

time maintaining a high level of terminological consistency, so as to guarantee the maximum user experience and usability for our customers.

4.1 Accessibility

Accessibility options and programs are designed to make the computer usable by people with cognitive, hearing, physical, or visual disabilities.

Hardware and software components engage a flexible, customizable user interface, alternative input and output methods, and greater exposure of screen elements.

General accessibility information can be found at <https://www.microsoft.com/en-us/accessibility/>.

4.2 Applications, products, and features

Product and application names are often trademarked or may be trademarked in the future and are therefore rarely translated. Occasionally, feature names are trademarked, too (for example, IntelliSense™). Before translating any application, product, or feature name, verify that it's in fact translatable and not protected in any way. This information can be obtained [here](#).

We treat product names as proper nouns in Estonian. These names are either in nominative or they are declined (case ending is added). When declining these names, we either use modifier and we decline this or if the modifier can't be used or sounds unnatural in Estonian, we decline the name directly by adding case ending to it. Note that it's very common and natural to decline names in Estonian. Excessive use of modifiers makes the text unnatural, so declination must be used.

Version numbers

Version numbers always contain a period (for example, Version 4.2). Note punctuation examples of "Version x.x":

US English	Estonian target
Version 4.2	Versioon 4.2

Version numbers are usually also a part of version strings, but technically they are not the same.

4.3 Trademarks

Trademarked names and the name Microsoft Corporation shouldn't be localized unless local laws require translation and an approved translated form of the trademark is available. A list of Microsoft trademarks is available [here](#).

4.4 Geopolitical concerns

Part of the cultural adaptation of the US-product to a specific market is the resolution of geopolitical issues. While the US-product is designed and developed with neutrality and a global audience in mind, the localized product should respond to the particular situation that applies within the target country/region.

Sensitive issues or issues that might potentially be offensive to the users in the target country/region may occur in any of the following:

- Maps
- Flags
- Country/region, city and language names
- Art and graphics
- Cultural content, such as encyclopedia content and other text where historical or political references are present

Some issues are easy to verify and resolve. The localizer should have the most current information available. Maps and other graphical representations of countries/regions should be checked for accuracy and existing political restrictions. Country/region, city, and language names change on a regular basis and should be checked, even if previously approved.

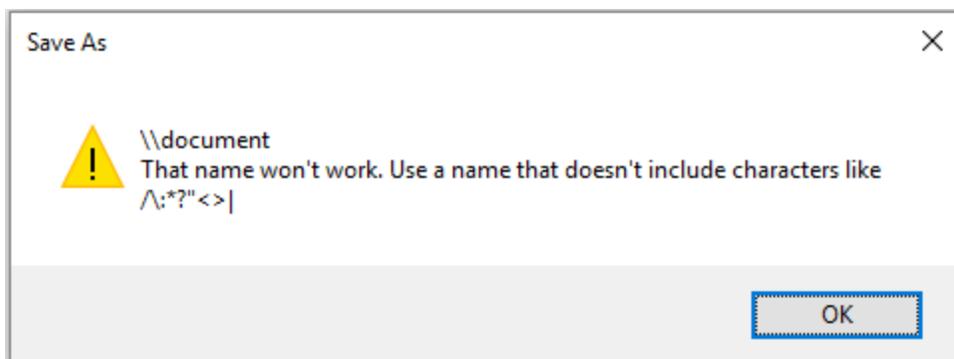
A thorough understanding of the culture of the target market is required for checking the appropriateness of cultural content, clip art and other visual representations of religious symbols, and body and hand gestures.

4.5 Software considerations

This section refers to all menus, menu items, commands, buttons, check boxes, etc., which should be consistently translated in the localized product.

4.5.1 Error messages

Here is an example:



Error messages are messages sent by the system or a program, informing the user of an error that must be corrected in order for the program to keep running. The messages can prompt the user to take action or inform the user of an error that requires restarting the computer.

Considering the underlying principles of Microsoft voice, translators are encouraged to apply them to ensure target translation is more natural, empathetic and not robot-like. In Estonian, however, avoid too colloquial style. Be clear, polite and precise.

English term	Correct Estonian translation
Oops, that can't be blank...	See ei tohi olla tühi.
Not enough memory to process this command.	Selle toimingu tegemiseks pole piisavalt mäluruumi.

Estonian style in error messages

Use consistent terminology and language style in the localized error messages, and not just translate them as they appear in the US product. Be clear, address the user politely, avoid too colloquial style. Error messages are handled like general sentences.

Standard phrases in error messages

These phrases commonly occur in error messages. When you translate them, try to use the provided target phrases. However, feel free to use other ways to express the source meaning if they work better in the context.

Examples:

English	Translation	Example	Comment
Can't ... Could not ...	Ei saa... Ei saanud...	Can't save file—Faili ei saa salvestada.	N/A
Failed to ... Failure of ...	Ei saanud... Nurjus...	Failed to delete [2]—Üksust [2] ei saanud kustutada.	Try to avoid using „ebaõnnestus”, since it's redundant. Phrase "ei saanud" is also more casual than "nurjus."
Can't find ... Could not find ... Unable to find ... Unable to locate ...	Ei leia... Ei leitud... Ei saa...	Could not find folder—Kausta ei leitud. Unable to locate your position.—Teie asukohta ei saa määrata.	Try to avoid using "ei õnnestunud leida," since it's redundant.
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Mälu(ruumi) pole piisavalt	There is not enough memory to save the document.—Dokumendi salvestamiseks pole piisavalt mälu(ruumi).	In case of space restrictions, it's recommended to use shorter version "mälu" instead of "mälu(ruumi)."
... is not available ... is unavailable	...pole saadaval	Service is currently unavailable.—Teenus pole praegu saadaval.	It's recommended to use shorter version "pole" instead of "ei ole."

Error messages containing placeholders

When localizing error messages containing placeholders, try to anticipate what will replace the placeholder. This is necessary for the sentence to be grammatically correct when the placeholder is replaced with a word or phrase. Note that the letters used in placeholders convey a specific meaning.

Examples:

%d, %ld, %u, and %lu means <number>

%c means <letter>

%s means <string>

Examples of error messages containing placeholders:

"Checking Web %1!d! of %2!d!" means "Checking Web <number> of <number>."

"INI file "%1!-.200s!" section" means "INI file "<string>" section."

4.5.2 Keys

In English, references to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps).

Many of the keys have localized names in Estonian that are widely used. In other cases, English name as it appears on keyboard is used with descriptor "klahv." If translator feels that localized name might be unfamiliar to the user, it's possible to add the English name (muuteklahv Alt).

Key names that are generally localized:

Alt—muuteklahv

Backspace—tagasilükkeklahv

Caps Lock—suurtähelukk

Ctrl—juhtklahv

Delete—kustutusklahv

Down Arrow—allanool

Enter—sisestusklahv

Esc—paoklahv

Insert—lisamisklahv

Left Arrow—vasaknool

Num Lock—numbrilukk

Right Arrow—paremnool

Shift—tõstuklahv

Spacebar—tühikuklahv

Tab—tabeldusklahv

Up Arrow—ülesnool

Windows key—Windowsi klahv

Menu key—menüüklahv

Names that are generally left in English:

Print Screen—klahv Print Screen

Scroll Lock—klahv Scroll Lock

Pause—klahv Pause

Page Down—klahv Page Down

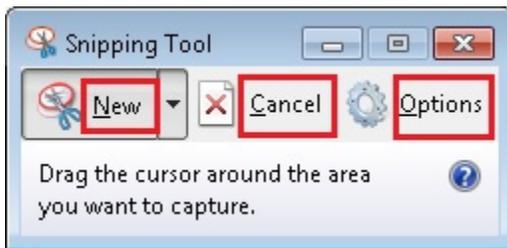
Page Up—klahv Page Up

Home—klahv Home

Break—klahv Break

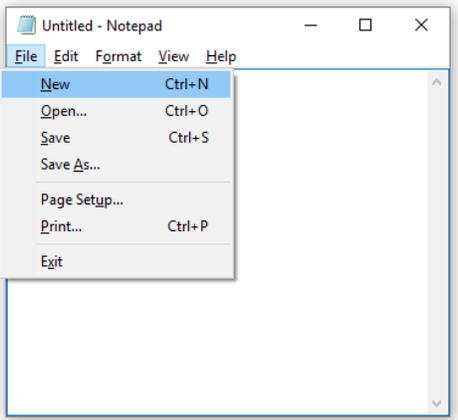
4.5.3 Keyboard shortcuts

Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to keyboard shortcuts, which help the user to perform tasks more quickly.



Keyboard shortcuts special options	Usage: is it allowed?	Notes
"Slim characters," such as I, l, t, r, f can be used as keyboard shortcuts	yes	N/A
Characters with downstrokes, such as g, j, y, p and q can be used as keyboard shortcuts	yes	N/A
Extended characters can be used as keyboard shortcuts	yes	N/A
An additional letter, appearing between brackets after item name, can be used as a keyboard shortcut	yes	N/A
A number, appearing between brackets after item name, can be used as a keyboard shortcut	yes	N/A
A punctuation sign, appearing between brackets after item name, can be used as a keyboard shortcut	yes	N/A
Duplicate keyboard shortcuts are allowed when no other character is available	no	N/A
No keyboard shortcut is assigned when no more characters are available (minor options only)	yes	N/A

Content writers usually just refer to “keyboard shortcuts” in content for a general audience. In localization, however, we distinguish the following terms:

Term	Usage
<p>access key</p>	<p>A subtype of keyboard shortcut. A letter or number that the user types to access UI controls that have text labels. Access keys are assigned to top-level controls so that the user can use the keyboard to move through the UI quickly.</p> <p>Example: F in Alt+F</p> <p>Example in UI localization: H&ome</p>  <p>In keyboard shortcuts, most access keys are used with the Alt key.</p>
<p>key tip</p>	<p>The letter or number that appears in the ribbon when the Alt key is pressed. In UI localization, the key tip is the last character present in the strings after the “^” character.</p> <p>Example: In UI localization Home`H</p> 
<p>shortcut key</p>	<p>A subtype of keyboard shortcut. A key that the user types to perform a common action without having to go through the UI. Shortcut keys are not available for every command.</p> <p>Example: Ctrl+N, Ctrl+V</p> <p>In keyboard shortcuts, most shortcut keys are used with the Ctrl key. Ctrl+ letter combinations and function keys (F1 through F12) are usually the best choices for shortcut keys.</p>

4.5.4 Arrow keys

The arrow keys move input focus among the controls within a group. Pressing the right arrow key moves input focus to the next control in tab order, whereas pressing the left arrow moves input focus to the previous control. Home, End, Up, and Down also have their expected behavior within a group. Users can't navigate out of a control group using arrow keys.

4.5.5 Numeric keypad

Avoid distinguishing numeric keypad keys from the other keys, unless it's required by a given application. If it's not obvious which keys need to be pressed, provide necessary explanations.

4.5.6 Shortcut keys

Shortcut keys are keystrokes or combinations of keystrokes that perform defined functions in a software application. Shortcut keys replace menu commands and are sometimes given next to the command they represent. While access keys can be used only when available on the screen, shortcut keys can be used even when they are not accessible on the screen.

Standard shortcut keys

US command	US English shortcut key	Estonian command	Estonian shortcut key
General Windows shortcut keys			
Help window	F1	Spikriaken	F1
Context-sensitive Help	Shift+F1	Kontekstitundlik spikker	Shift + F1
Display pop-up menu	Shift+F10	Kuva hüpikmenüü	Shift + F10
Cancel	Esc	Loobu	Esc
Activate\Deactivate menu bar mode	F10	Aktiveeri/inaktiveeri menüüribarežiim	F10
Switch to the next primary application	Alt+Tab	Aktiveeri järgmine põhirakendus	Alt + Tab

US command	US English shortcut key	Estonian command	Estonian shortcut key
Display next window	Alt+Esc	Kuva järgmine aken	Alt + Esc
Display pop-up menu for the window	Alt+Spacebar	Kuva akna hüpikmenüü	Alt + tühikuklahv
Display pop-up menu for the active child window	Alt+-	Kuva aktiivse tütarakna hüpikmenüü	
Display property sheet for current selection	Alt+Enter	Kuva praeguse valiku atribuutide leht	Alt + Enter
Close active application window	Alt+F4	Sule aktiivne rakenduseaken	Alt + F4
Switch to next window within (modeless-compliant) application	Alt+F6	Aktiveeri rakenduse (režiimita) järgmine aken	Alt + F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Tee aktiivsest aknast lõikelauapilt	Alt + Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	Tee töölauast lõikelauapilt	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	Juurdepääs tegumiriba nupule Start	Ctrl + Esc
Display next child window	Ctrl+F6	Kuva järgmine tütaraken	Ctrl + F6
Display next tabbed pane	Ctrl+Tab	Kuva järgmine vahekaartidega paan	Ctrl + Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Käivita tegumihaldur ja süsteemilähtestus	Ctrl + Shift + Esc
File menu			
File New	Ctrl+N	Uus fail	Ctrl + N
File Open	Ctrl+O	Fail > Ava	Ctrl + O

US command	US English shortcut key	Estonian command	Estonian shortcut key
File Close	Ctrl+F4	Fail > Sule	Ctrl + F4
File Save	Ctrl+S	Fail > Salvesta	Ctrl + S
File Save as	F12	Fail > Salvesta nimega	F12
File Print Preview	Ctrl+F2	Fail > Prindieelvaade	Ctrl + F2
File Print	Ctrl+P	Fail > Prindi	Ctrl + P
File Exit	Alt+F4	Fail > Välju	Alt + F4
Edit menu			
Edit Undo	Ctrl+Z	Redigeeri > Võta tagasi	Ctrl + Z
Edit Repeat	Ctrl+Y	Redigeeri > Korda	Ctrl + Y
Edit Cut	Ctrl+X	Redigeeri > Lõika	Ctrl + X
Edit Copy	Ctrl+C	Redigeeri > Kopeeri	Ctrl + C
Edit Paste	Ctrl+V	Redigeeri > Kleebi	Ctrl + V
Edit Delete	Ctrl+Backspace	Redigeeri > Kustuta	Ctrl + Backspace
Edit Select All	Ctrl+A	Redigeeri > Vali kõik	Ctrl + A
Edit Find	Ctrl+F	Redigeeri > Otsi	Ctrl + F
Edit Replace	Ctrl+H	Redigeeri > Asenda	Ctrl + H
Edit Go To	Ctrl+G	Redigeeri > Mine	Ctrl + G
Help menu			
Help	F1	Spikker	F1
Font format			
Italic	Ctrl+I	Kursiiv	Ctrl + I
Bold	Ctrl+B	Paks	Ctrl + B

US command	US English shortcut key	Estonian command	Estonian shortcut key
Underlined\Word underline	Ctrl+U	Allakriipsutus / sõna allakriipsutus	Ctrl + U
Large caps	Ctrl+Shift+A	Suurtähed	Ctrl + Shift + A
Small caps	Ctrl+Shift+K	Kapiteelkiri	Ctrl + Shift + K
Paragraph format			
Centered	Ctrl+E	Keskele	Ctrl + E
Left aligned	Ctrl+L	Vasakjoendus	Ctrl + L
Right aligned	Ctrl+R	Paremjoendus	Ctrl + R
Justified	Ctrl+J	Rööpselt	Ctrl + J

4.5.7 English pronunciation

General rules

Generally speaking, English terms and product names left unlocalized in target material should be pronounced the English way. For instance, "Microsoft" must be pronounced the English way. However, if Estonian has an established pronunciation for a common term (such as "server"), use the local pronunciation. Pronunciation can be adapted to the Estonian phonetic system if the original pronunciation sounds very awkward in Estonian.

Example	Phonetics	Comment
SecurID	[sɪ'kjuər aɪ di:]	In Estonian pronounced as sekjuur-aidii
.NET	[dot net]	In Estonian pronounced as punkt-nett
Excel	[ɪk'sel]	In Estonian pronounced as eksel (the first syllable should be stressed).
Skype	[skaip]	Product names are pronounced the way they are pronounced in the source language, but the pronunciation has "Estonian touch", i.e articulation is a bit different from English. Estonian "i" is a high front vowel and in Skype pronunciation both vowels "a" as well as "i" are of equal length (it seems that in English "a" is a bit longer than "i")

Acronyms and abbreviations

Acronyms are pronounced like real words, adapted to the local pronunciation.

Example	Pronunciation	Comment
RADIUS	raadius	Like word.
RAS	rass	Like word.
ISA	isa	Like word.
LAN	lann	Like word.
WAN	vann	Like word.
WAP	vapp	Like word.
MAPI	mapi	Like word.
POP	popp	Like word.
OWA	ova	Like word.

Other abbreviations are pronounced letter by letter. It's generally done when abbreviation does not resemble a word.

Example	Pronunciation	Comment
URL	uu-err-ell	Letter by letter.
IP	ii-pee	Letter by letter.
TCP/IP	tee-tsee-pee/ii-pee	Letter by letter.
XML	iks-emm-ell	Letter by letter.
HTML	haa-tee-emm-ell	Letter by letter.
SQL	ess-kuu-ell	Letter by letter.

URLS

"http://" should be omitted; the rest of the URL should be read entirely.

"www" should be pronounced as vee-vee-vee.

The "dot" should be read out as "punkt."

Example	Pronunciation	Comment
http://www.microsoft.com/et-ee	haa-tee-tee-pee-koolon-kaldkriips- kaldkriips-vee-vee-vee- maikrossoft-punkt-komm- kaldkriips-ee-tee-sidekriips-ee-ee	Symbols should be read out as words.

Punctuation marks

Most punctuation marks are naturally implied by the sound of voice, for example, ? ! : ; , En dash (–) are used to emphasize an isolated element. It should be pronounced as a comma, i.e. as a short pause.

Special characters

Pronounce special characters such as / \ ~ < > + - using the Estonian approved translations.

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