

# Indonesian Style Guide

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# 1 About this style guide

This style guide is intended for the localization professional working on Microsoft products. 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 Indonesian 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 Indonesian during the localization of Microsoft products and services.

The style guide covers guidelines and recommendations for translating the Microsoft voice into Indonesian 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, information, 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. Kamus Besar Bahasa Indonesia. 2008. Edisi Keempat. Balai Pustaka
2. Pedoman Umum Ejaan Bahasa Indonesia yang Disempurnakan. 1991. Pusat Pembinaan dan Pengembangan Bahasa
3. Pedoman Umum Pembentukan Istilah. 2007. Edisi Ketiga. Pusat Bahasa
4. Tata Bahasa Baku Bahasa Indonesia. 2003. Edisi Ketiga. Balai Pustaka
5. [Glosarium Daring](#)

### **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 also 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 and for 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 Indonesian 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 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 <i>information</i> better fits the context. Use <i>info</i> 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. Don't switch between <i>PC</i> and <i>computer</i> .
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 <a href="#">Pronouns</a> .

In Indonesian, shorter words are preferred in daily conversations. These shorter forms can be the abbreviations of the intended words or phrase, or they can be the roots of the intended words or phrases. For example, instead of saying "membutuhkan," it's simpler to say "butuh."

en-US source term	Indonesian word	Indonesian word usage
cellular phone	telepon selular	ponsel
need	membutuhkan, memerlukan	butuh, perlu

### 2.1.2 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	<i>Do</i>
As well as	<i>Also, too</i>
Attempt	<i>Try</i>
Configure	<i>Set up</i>
Encounter	<i>Meet</i>

Execute	<i>Run</i>
Halt	<i>Stop</i>
Have an opportunity	<i>Can</i>
However	<i>But</i>
Give/provide guidance, give/provide information	<i>Help</i>
In addition	<i>Also</i>
In conjunction with	<i>With</i>
Locate	<i>Find</i>
Make a recommendation	<i>Recommend</i>
Modify	<i>Change</i>
Navigate	<i>Go</i>
Obtain	<i>Get</i>
Perform	<i>Do</i>
Purchase	<i>Buy</i>
Refer to	<i>See</i>
Resolve	<i>Fix</i>
Subsequent	<i>Next</i>
Suitable	<i>Works well</i>
Terminate	<i>End</i>
Toggle	<i>Switch</i>
Utilize	<i>Use</i>

Similarly, some words or phrases in Indonesian should to be avoided because of their high level of formality and/or their lack of popularity, i.e. instead of using formal but unpopular terms, for example, it's preferable to use less formal but more popular terms.

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



en-US source	Indonesian word to avoid	Indonesian word/phrase
Please	Tolong, mohon, silakan	Simply remove those kinds of word.
It's recommended	Disarankan	Sebaiknya
Update	Pemutakhiran, mutakhirkan	Pembaruan, perbarui
How to	Bagaimana caranya	Cara
How much	Berapa banyak	Berapa, jumlah

## 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	Indonesian target	Explanation
The password isn't correct, so please try again. Passwords are case-sensitive.	Kata sandi salah, coba lagi. Kata sandi peka huruf besar-kecil.	The user has entered an incorrect password so provide the user with a short and friendly message with the action to try again.
This product key didn't work. Please check it and try again.	Kunci produk ini tidak berfungsi. Periksa, lalu coba lagi.	The user has entered incorrect product key. The message casually and politely asks the user to check it and try again.
All ready to go	Siap digunakan.	Casual and short message to inform user that setup has completed, ready to start using the system.
Would you like to continue?	Lanjutkan?	Use of the second person pronoun "you" 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.	Beri nama PC sesuai keinginan. Jika Anda ingin mengubah warna latar, nonaktifkan kontras tinggi di pengaturan PC.	Address the user directly using the second person pronoun to take the necessary action.

## 2.2.2 Promote a feature

US English	Indonesian 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.	Sandi gambar merupakan cara baru untuk melindungi PC layar sentuh. Pilih gambar, dan gerakan yang akan digunakan, untuk membuat sandi khusus Anda.	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.
Let apps give you personalized content based on your PC’s location, name, account picture, and other domain info.	Biarkan aplikasi memberikan konten yang dipersonalisasi berdasarkan lokasi, nama, foto akun, dan info domain PC lainnya.	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

US English	Indonesian target	Explanation
To go back and save your work, click Cancel and finish what you need to.	Untuk kembali dan menyimpan pekerjaan, klik Batal dan selesaikan yang diperlukan.	Short and clear action using the second person pronoun.
To confirm your current picture password, just watch the replay and trace the example gestures shown on your picture.	Untuk mengkonfirmasi sandi gambar aktif, lihat pemutaran ulang dan ikuti gerakan contoh yang ditampilkan pada gambar Anda.	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.

## 2.2.4 Explanatory text and support

US English	Indonesian 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.	Pembaruan telah terinstal, namun Konfigurasi Windows 10 harus diaktifkan ulang agar berfungsi. Setelah diaktifkan ulang, kami akan melanjutkan penginstalannya.	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.	Jika diaktifkan ulang sekarang, pekerjaan Anda dan orang lain yang menggunakan PC ini dan belum disimpan dapat terhapus.	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.	Dokumen ini akan secara otomatis dipindahkan ke pustaka dan folder yang tepat setelah Anda mengoreksi properti yang tidak valid atau tidak ada.	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.	Terjadi masalah! Kami tidak dapat menemukan file yang diunduh untuk membuat USB flash drive yang dapat di-boot.	Without complexity and using short sentences inform the user what has happened.

### 3 Language-specific standards

Information about Indonesian-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:

1. Omit the vowels.
2. Use the first syllable.

English example	Indonesian example
Delete—Del	Hapus - Hps
Synchronize—Sync	Sinkronkan - Sinkr

The following table lists common Indonesian expressions and their associated, acceptable abbreviations.

Indonesian example	Acceptable abbreviation
dan lain-lain	dll.
dan seterusnya	dst.
halaman	hlm.
dan sebagainya	dsb.

Additional guidelines:

- Use a nonbreaking space (CTRL+SHIFT+SPACEBAR) in any abbreviation.
- If nonbreaking spaces can't be used (in Help files, for example) it's also acceptable to write these abbreviations without a space to avoid having one letter move to the beginning of the next line.

Don't abbreviate copyrighted or trademarked names.

### 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).

Acronyms are written with capital letters. Some acronyms such as Laser have become common nouns, and are treated such.

#### **Localized acronyms**

An English acronym can be localized either into another acronym or abbreviation in Indonesian. Two other options are by leaving the original acronym untranslated (if it has been widely recognized by the reader) and by adding some descriptions (if it has no

equal terms in Indonesian). The following table lists some example of acceptable localized acronyms in Indonesian.

en-US source	Indonesian target
UN	PBB
USA	AS
AD	M
BC	SM
ASEAN	Perbara; or simply ASEAN
LASER	LASER
a.m.	dini hari/pagi/siang (depending on the time)
p.m.	siang/sore/malam (depending on the time)
i.e.	yaitu, yakni
e.g.	misalnya, contohnya, mis., cth.

In some occasions, an English word or phrase can be localized into an Indonesian acronym or abbreviation for two reasons:

1. Making the target text shorter and simpler;
2. The Indonesian acronym or abbreviation is more popular or acceptable to the readers.

The following table lists some examples of English words or phrases that may be localized into Indonesian acronyms or abbreviations:

en-US source	Indonesian target
drugs	narkoba
people with AIDS	OHIDA
General Shareholder Meeting	RUPS
Anniversary of	HUT

## Unlocalized acronyms

If an acronym must remain in English throughout a manual or other text, the first time it occurs, write its acronym in English in normal style followed in parentheses by the full form and its Indonesian equivalent.

Examples:

en-US source	Indonesian target
AP	AP (Access Point/Titik Akses)
POS	POS (Point of Sale/Titik Penjualan)
UI	UI (User Interface/Antarmuka Pengguna)

### 3.1.3 Adjectives

In Indonesian, handle adjectives in the following manner.

1. Adjective predicate following the law of "described - description" in contrary with English. For example:
  - a. (+) Tas merah (tas = bag, merah = red) This is a red bag
  - b. (+) Tas merah besar mahal (besar = big, mahal = expensive) This is a red big expensive bag
2. Particle "yang," although optional, may be used to avoid ambiguity.
3. For example:
  - a. (+) Buku hitam yang usang (buku = book, hitam = black, using = old) This is an old black book
  - b. (+) Tas merah yang besar dan mahal (besar = big, mahal = expensive) This is a red big expensive bag

The position of each adjective can be interchanged, not necessarily like the sample.

### Possessive adjectives

The frequent use of possessives is a feature of English language. However, in Indonesian, handle possessive adjectives in the following manner.

Possessive adjectives follow the law of "described—description" in contrary with English. For example:

- a. (+) Bukumu/Buku Anda (buku = book, (ka)mu/Anda = your) Your book
- b. (+) Tasnya/Tas dia (tas = bag, -nya/dia = his/her) His/Her bag

### 3.1.4 Articles

#### General considerations

The most popular used article in Indonesia is "para" to indicate the plurality of human-related nouns. Examples:

en-US source	Indonesian target
users	para pengguna
operators	para operator
instructors	para instruktur

### 3.1.5 Capitalization

If the first word in the English source string is capitalized, the corresponding first word in the target language should also be capitalized. If the word in the English source string is not capitalized, the corresponding first word in the target language should also not be capitalized, unless language-specific rules specify different capitalization. In Indonesian, for instance, any noun is spelled upper-case and a noun in phrase-initial position would always be capitalized, even if the English source string begins with a lower-case noun.

Some strings are concatenated "at run-time" and you will occasionally find strings that seem to lack a subject or simply start in the middle. Be careful not to start such strings with an upper-case letter, unless the spelling rules of your language require it.

English example	Indonesian example
unknown software exception\r\n	(+) pengecualian perangkat lunak yang tak diketahui \r\n
acquired	(+) diperoleh
Edit...	(+) Edit...

Many more nouns and verbs are capitalized in the English source string than would normally be expected. You should not try to mimic the capitalization in the source strings, but use your knowledge of the spelling conventions of Indonesian to decide which words in a string to capitalize and which to leave lower-case. Over-capitalization is awkward and leads to inconsistencies in the UI.

In the English software products, the first letter of a term (or first letter of each word in a term) in menu titles, commands, options, etc. is in upper case. In the Indonesian translation, if they are translated with more than one word, the first letter of each word in the term in such circumstances should be capitalized.

English example	Indonesian example
Undo	Batal
Update	Mutakhirkan/Perbarui
Save As	Simpan Sebagai
Select All	Pilih Semua

However, if these terms are used in a context or as messages, only the first letter of the first word should be capitalized.

English example	Indonesian example
Save as Word document.	Simpan sebagai dokumen Word.

Proper nouns and copyrighted product names should always be capitalized.

English example	Indonesian example
Microsoft	Microsoft
Internet Explorer	Internet Explorer

Should an English noun be capitalized in the source string and be translated by two words in the target language, be consistent in capitalizing either the both words or neither word, or capitalize one word and not the other. Be consistent in the application of spelling rules.

### 3.1.6 Compounds

Generally, compounds should be understandable and clear to the user. Overly long or complex compounds should be avoided. Keep in mind that unintuitive compounds are ultimately an intelligibility and usability issue.



In Indonesian language, there are three methods of compounds writing:

- Compounds may be written separately such as "model linear" and "kambing hitam"
- Compounds that can raise the misunderstanding are written using hyphen to clarify the meaning between two elements such as "buku sejarah-baru" and "mesin-hitung tangan".
- Compounds may be written jointly such as "matahari" and "olahraga."

Examples:

en-US source	Indonesian target
Internet Accounts	(+) Akun Internet
Workgroup Administrator	(+) Administrator Grup kerja

### 3.1.7 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.

Similarly, the Indonesian Microsoft voice can use conjunctions and adverbs to convey a more natural and easy-to-understand tone.

en-US source text	Indonesian old use of conjunctions	Indonesian new use of conjunctions
And finally, we need to find out a few things about the new IIS Virtual Server we will create...	Terakhir, kami perlu mendapatkan beberapa informasi tentang IIS Virtual Server baru yang akan kami ciptakan...	Dan terakhir, kami perlu mengetahui beberapa informasi tentang IIS Virtual Server baru yang akan dibuat...
But you will have to create an account first.	Namun demikian, Anda harus membuat akun terlebih dahulu.	Namun, Anda harus membuat akun terlebih dulu.
Or, you can click Send button.	Anda juga dapat mengklik tombol Kirim.	Atau, Anda dapat mengklik tombol Kirim.

### 3.1.8 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

Indonesian Microsoft voice uses only a few contractions to convey the Microsoft voice. However, it must be used carefully so that it will not become too informal. 'se-' is normally used even in formal tone.

en-US source text	Indonesian long form	Indonesian contracted form
one	satu	se-
no, not	tidak	tak

### 3.1.9 Gender

Indonesian language is not gender biased in general. For example, the third person pronoun "dia" can be either "he" or "she." In English, there are gender-specific words that describe roles, such as "headmaster" and "headmistress," "chairman" and "chairwoman," etc. The translations in Indonesian are simply "kepala sekolah" and "ketua" respectively. They apply to both genders. However, in some words, especially profession names, gender is distinguishable from the suffix.

1. Words ending with suffix "-wan" or "-man" are used for male or people in general, while words ending with "-wati" are used for female.
2. Words ending with allomorph "-a" refer to a male, while otherwise words ending with allomorph "-i" refer to female.

Examples:

en-US source	Indonesian target
employee	karyawan (for male or generic) karyawati (for female)
journalist	wartawan (for male or generic) wartawati

brother	saudara (for male or generic) saudari (for female)
flight attendant	pramugara (for male) pramugari (for female)

### 3.1.10 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 the following options to express the intent of the source text appropriately.

- Don't attempt to replace the source colloquialism with an Indonesian 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.

en-US source	Indonesian target
What's up?	Apa kabar?
gonna	akan
wanna	ingin

### 3.1.11 Modifiers

In Indonesian localized text you often need to translate modifiers into different part of speeches, for example, modifiers can be translated as a meaning of verb, subjective complement, adverb, and etc., for better readability.

Examples:

en-US source	Indonesian target
How to create a new file	(+) Cara membuat file baru (-) Bagaimana membuat file baru (-) Bagaimana cara membuat file baru

### 3.1.12 Nouns

#### General considerations

If the choice of noun class is left up to you, ensure that you provide consistent translations within the Microsoft product. Consult with your translation team lead and team members to decide what noun class to assign.

Examples:

en-US source	Indonesian target
Delete it from server.	(+) Hapus dari server.
Enter a password to log into the server	(+) Masukkan kata sandi untuk masuk ke server
DNS can't resolve the server IP address	(+) DNS tidak dapat mengatasi alamat IP server
Verify the name of the server's certificate	(+) Verifikasi nama sertifikat server

#### Plural formation

Generally, plural forms in Indonesian is marked by repetition, either partial or full. However, this is not always necessary, as the original form of the noun itself in Indonesian is considered generic, i.e. can refer to either plural or singular. For human-related nouns, article "para" may be used.

Examples:

en-US source	Indonesian target
viruses	virus
bushes	rerumputan
users	para pengguna

### 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.

Indonesian has locative prepositions and non-locative prepositions.

Locative prepositions indicate position and direction.

Source text expression	Indonesian expression	Comment
Click here to open link to Microsoft website	(+) Klik di sini untuk membuka link ke situs web Microsoft	Ke (to)—indicates movement toward a place. It's often coupled with the word "pergi," which means to go. When the following noun refers to a person, "ke" is replaced by "kepada"(to).
The downloaded files are placed in My Documents folder	(+) File unduhan disimpan di folder Dokumen Saya	
He sync will take place at three o'clock.	(+) Sinkronisasi akan dijalankan pada jam tiga.	di (in, at, on)—indicates that the action occurs in the place indicated by the following noun; there is no movement. It's also used for some references to time. The word "pada" is usually used instead of "di" when location in time is referred to. "Pada" is also used in other contexts of figurative space.
This XLS file is taken from the user directory.	(+) File XLS ini diambil dari direktori pengguna.	
Click here to open link to Microsoft website	(+) Klik di sini untuk membuka link ke situs web Microsoft	dari (from)—indicates movement from or the origin of something. It's also used for figurative direction away.

### 3.1.14 Pronouns

A pronoun stands for a noun when it's clear who or what is being spoken about. There are four types of pronoun:

- Demonstrative pronouns (ini, itu)
- Personal pronouns (saya, Anda, mereka, kami, kita)
- Indefinite pronouns (seseorang, sesuatu, siapa saja, kapan saja)
- Number pronouns

Examples:

en-US source	Indonesian target	Comment
Everything about Microsoft is always interesting.	(+) Segala sesuatu tentang Microsoft selalu menarik.	
I told someone to meet them.	(+) Saya menyuruh seseorang untuk menjemput mereka.	The pronouns "seseorang" and "sesuatu" correspond to English "someone" and "something" respectively. The phrase "segala sesuatu" refers to all the things being discussed without them being named individually.

### 3.1.15 Punctuation

This section explains how to use Indonesian-specific punctuation in place of the US-English punctuation found in the source interface and content.

Follow the following basic rules for the use of punctuation marks in Indonesian. If your language uses a character set that's based on the Latin alphabet, make sure to include a space after commas and periods.

Indonesian script is based on Latin alphabet, every rule for commas and other common punctuation marks is the same as in Latin script.

Generally, punctuation conventions in Indonesian are identical to those in English, except in the case of series of adjectives, which are generally punctuated with commas in English but not in Indonesian. Thus translators should follow the punctuation in the English text, but leave series of adjectives unpunctuated if they arise. Besides, comma in Indonesian is used as decimal separators, while period is used as thousand separators.

#### Comma

US English uses a period as the decimal separator, while many other languages use a comma. In Indonesian a **comma** is used. Don't use a space for this purpose as a space separates the numeral from the abbreviation.

In paper sizes (the last example in the table below) the decimal separator and the abbreviation "in" for inches are kept, since the sizes are US norms and should be represented accordingly.

English example	Indonesian example
5.25 cm	(+) 5,25 cm
5 x 7.2 inches	(+) 5 x 7,2 inci
Letter Landscape 11 x 8.5 in	(+) Lanskap Letter 11 x 8,5 inci

For thousands, English uses a comma while many other languages use a period (at Microsoft we normally don't use a space for this purpose, but we use a period instead to avoid wrapping problems). In Indonesian a **period** is used.

English example	Indonesian example
1,526	(+) 1.526
\$ 1,526.75	(+) \$ 1.526,75

## Colon

Indonesian script is based on Latin alphabet; every rule for commas and other common punctuation marks is the same as in Latin script. The use of colon in Indonesian is to indicate an expansion of an idea or to introduce a set of items. Colons should also directly follow the preceding word (with no space). Don't use colons at the end of headings or to introduce a table or graph set in text matter.

Examples:

(+) Catatan:

(+) Perangkat yang harus disiapkan: pencetak, kabel USB, dll.

You don't need to use colon to mention verbs/action.

Examples:

(-) Dari menu Edit, Anda dapat: menghapus, menggunting, dan menempel teks.

(+) Dari menu Edit, Anda dapat menghapus, menggunting, dan menempel teks.

## Dashes and hyphens

Three different dash characters are used in English:

### Hyphen

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.

Examples:

(+) Kupu-kupu  
(+) saling-silang

### En dash

The en dash is used as a minus sign, usually with spaces before and after.

Example:

(+) – 10 °C

The en dash is also used in number ranges, such as those specifying page numbers. No spaces are used around the en dash in this case. En-dashes are used to punctuate sentences in a similar way to colons, commas or brackets and to join coordinate or contrasting pairs (for example: Rally Paris–Dakar). These are not subject to hyphen rules. They are also used as shorthand for the word "to" (or "through"), as in (+) "langkah 3–6," (+) \$140–170, or (+) 1914–18.

### Em dash

The em dash should only be used to emphasize an isolated element or introduce an element that's not essential to the meaning conveyed by the sentence. In most cases where English uses dashes, commas or parentheses will suffice in the Indonesian.

English example	Indonesian example
Each table in your database should store facts about a single subject—about customers, for example, or products.	(+) Setiap tabel di database Anda harus menyimpan fakta tentang subjek tunggal, misalnya pelanggan atau produk.



## Ellipses (suspension points)

Ellipses are made up of three dots only. There is a space after the dots. Use for omitted material or for a longer pause than a dash.

Example:

(+) Menghapus...

## Period

No further full stop is required if a sentence ends with an abbreviation that takes a full stop (for example: "dll.") or a quotation complete in itself that ends in a full stop, question mark, or exclamation mark before the final quotes.

Example:

(+) Anda dapat menggunakan berbagai fitur editing seperti salin, tempel, hapus, dll.

## Quotation marks

Follow the following basic rules for the use of quotation marks in Indonesian.

In Indonesia, quotation marks are represented as "...". If there is a quotation mark in a quotation mark, then it should be written as '...'.

Example:

English example	Indonesian example
Click the "Next" button to install this software.	(+) Klik tombol "Berikutnya" untuk menginstal perangkat lunak ini.

## Parentheses

In English, there is no space between the parentheses and the text inside them just as in Indonesian.

Examples:

English example	Indonesian example
(software)	(+) (perangkat lunak)
(for example, Printer, USB cable, etc.)	(+) (misalnya, Printer, Kabel USB, dll.)

### 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. Sentence fragments can be used as in presentation or giving direction to convey the Indonesian Microsoft voice.

US English source text	Indonesian long form	Indonesian sentence fragment
You can use these features to:	Anda dapat menggunakan fitur ini untuk:	Dengan fitur ini, Anda dapat
Use the following steps.	Ikuti langkah-langkah berikut	Caranya
You can visit	Anda dapat mengunjungi	Kunjungi
For more information	Untuk informasi lebih lanjut	Selengkapnya
Do you wish to continue?	Anda ingin melanjutkan?	Lanjutkan?

### 3.1.17 Split infinitive

Be careful not to translate split infinitives literally. You can use periphrases or explicit verbs to express the meaning of split infinitives.

Example:

English example	Indonesian example
We expect our output to more than double this year.	(+) Kami mengharapkan hasil lebih dari dua kali lipat tahun ini.

### 3.1.18 Subjunctive

Subjunctive constructions in Indonesian are quite complicated. Avoid using them as much as possible. Use active voice and indicative or imperative instead. Sentences will be clearer this way.

Example:

English example	Indonesian example
Click here <b>so that you can view</b> this page.	(+) Klik di sini <b>untuk menampilkan</b> halaman ini. (-) Klik di sini <b>sehingga Anda dapat menampilkan</b> halaman ini.

### 3.1.19 Symbols & nonbreaking spaces

Indonesian mostly use the same symbols in English.

Examples:

#, @, \*

In HTML coding, the nonbreaking space (&nbsp;) is a character entity which can create white space between words or web page elements, or stop the browser from breaking a line in the wrong place.

Use nonbreaking spaces in the following instances:

- Between chapitre or annexe and its number or letter.
- As a thousand separator.
- Between a unit of measure or currency and the number that goes with it.
- Between any items that should not be divided onto separate lines.

N.B. Nonbreaking spaces sometimes cause problems for Table of Contents generation if they are used in online help topic titles. Before using nonbreaking spaces in online help titles, check with your Microsoft Project Team. Nonbreaking spaces can be used everywhere else in online help topics

Example:

(+) Bab 1 Penginstalan

### 3.1.20 Verbs

Sometimes an English verb can be used as loan word in the target language. Such loan words usually follow the syntactic and morphological rules of the target language.

Examples:

English example	Indonesian examples	Indonesian examples
export	(+) ekspor	(+) mengekspor
standard	(+) standard	(+) menstandarkan
global	(+) global	(+) globalisasi

Continuous operations are usually expressed in English with a gerund, which should be translated into Indonesian as a noun.

Example:

English example	Indonesian example
Printing	(+) Pencetakan

## 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 Indonesian, 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 <http://www.microsoft.com/enable/education/>.

## 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](#).

### Version numbers

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

US English	Indonesian target
IE 8.2	IE 8.2

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 [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.

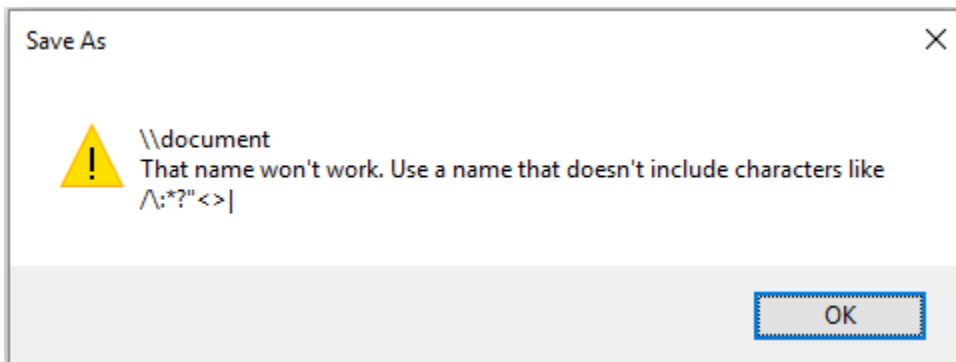
A thorough understanding of the culture of the target market is required for checking the appropriateness of cultural content, clip art and other visual representations of religious symbols, and body and hand gestures.

## 4.5 Software considerations

This section refers to all menus, menu items, commands, buttons, check boxes, and other UI elements that 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.

English term	Correct Indonesian translation
Oops, that can't be blank...	Ups, kolom ini tidak boleh kosong...
Not enough memory to process this command.	Memori tidak cukup untuk memproses perintah ini.

### Indonesian 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.

### Standard phrases in error messages

When translating usual phrases, standardize. Note that sometimes the US uses different forms to express the same thing.

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	Complete sentence
Can't ... Could not ...	Tidak dapat	Tidak dapat menghapus file
Failed to ... Failure of ...	Gagal	Gagal mengunduh file
Can't find ... Could not find ... Unable to find ... Unable to locate ...	Tidak dapat menemukan	Tidak dapat menemukan file
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Memori tidak cukup	Memori tidak cukup
... is not available ... is unavailable	... tidak tersedia	File tidak tersedia

## 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).

For the Indonesian translation, these kinds of references are usually left not translated with the same principle as above, except for arrow keys, which are translatable.

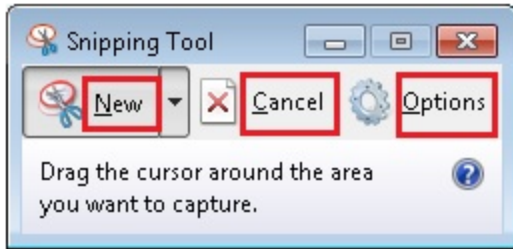
Examples:

English term	Correct Indonesian translation
Ctrl	Ctrl
Alt	Alt
Left Arrow	Panah Kiri

### 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 (also known as access keys) that allow you to run commands, perform tasks, etc., more quickly.

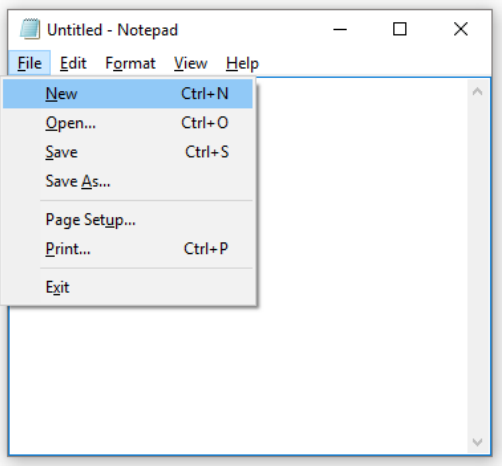
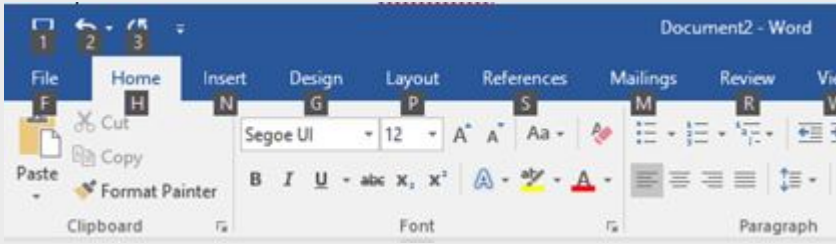




"Keyboard shortcuts " are a combination of keys such as ALT+F or Ctrl+S that move the focus to a menu, command, or control, without using the mouse.

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	No	n/a
Extended characters can be used as keyboard shortcuts	No	Indonesian language does not include any extended character
An additional letter, appearing between brackets after item name, can be used as a keyboard shortcut	Yes	Not for "downstroked" character
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	Yes	Consult the SPM
No keyboard shortcut is assigned when no more characters are available (minor options only)	No	Consult the SPM

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><b>access key</b></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&amp;ome</p>  <p>In keyboard shortcuts, most access keys are used with the Alt key.</p>
<p><b>key tip</b></p>	<p>The letter or number that appears in the ribbon when the Alt key is pressed.</p> <p>In UI localization, the key tip is the last character present in the strings after the "&amp;" character.</p> <p>Example: In UI localization Home`H</p> 
<p><b>shortcut key</b></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.</p> <p>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	Indonesian command	Indonesian shortcut key
<b>General Windows shortcut keys</b>			
Help window	F1	Jendela Bantuan	F1
Context-sensitive Help	Shift+F1	Bantuan peka konteks	Shift+F1
Display pop-up menu	Shift+F10	Tampilkan menu sembul	Shift+F10
Cancel	Esc	Batal	Esc
Activate\Deactivate menu bar mode	F10	Aktifkan/Nonaktifan mode bilah menu	F10
Switch to the next primary application	Alt+Tab	Beralih ke aplikasi utama berikutnya	Alt+Tab

US command	US English shortcut key	Indonesian command	Indonesian shortcut key
Display next window	Alt+Esc	Tampilkan jendela berikutnya	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Tampilkan menu berikutnya	Alt+Spasi
Display pop-up menu for the active child window	Alt+-	Tampilkan menu sembul untuk jendela	Alt+-
Display property sheet for current selection	Alt+Enter	Tampilkan lembar properti untuk pilihan saat ini	Alt+Enter
Close active application window	Alt+F4	Tutup jendela aplikasi aktif	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Beralih ke jendela berikutnya dalam aplikasi (kepatuhan tanpa mode)	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Rekam gambar jendela aktif ke Clipboard	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	Rekam gambar desktop ke Clipboard	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	Akses tombol Mulai di bilah tugas	Ctrl+Esc
Display next child window	Ctrl+F6	Tampilkan jendela anak berikutnya	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Tampilkan panel bertab berikutnya	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Buka Manajer Tugas dan inialisasisystem	Ctrl+Shift+Esc
<b>File menu</b>			
File New	Ctrl+N	Baru	Ctrl+N
File Open	Ctrl+O	Buka	Ctrl+O

US command	US English shortcut key	Indonesian command	Indonesian shortcut key
File Close	Ctrl+F4	Tutup	Ctrl+F4
File Save	Ctrl+S	Simpan	Ctrl+S
File Save as	F12	Simpan Sebagai	F12
File Print Preview	Ctrl+F2	Pratinjau Cetak	Ctrl+F2
File Print	Ctrl+P	Cetak	Ctrl+P
File Exit	Alt+F4	Keluar	Alt+F4
<b>Edit menu</b>			
Edit Undo	Ctrl+Z	Batalan Pengetikan	Ctrl+Z
Edit Repeat	Ctrl+Y	Ulangi Pengetikan	Ctrl+Y
Edit Cut	Ctrl+X	Potong	Ctrl+X
Edit Copy	Ctrl+C	Salin	Ctrl+C
Edit Paste	Ctrl+V	Tempel	Ctrl+V
Edit Delete	Ctrl+Backspace	Hapus satu baris	Ctrl+Backspace
Edit Select All	Ctrl+A	Pilih Semua	Ctrl+A
Edit Find	Ctrl+F	Temukan	Ctrl+F
Edit Replace	Ctrl+H	Ganti	Ctrl+H
Edit Go To	Ctrl+G	Pergi Ke	Ctrl+G
<b>Help menu</b>			
Help	F1	Bantuan	F1
<b>Font format</b>			
Italic	Ctrl+I	Miring	Ctrl+I
Bold	Ctrl+B	Tebal	Ctrl+B

US command	US English shortcut key	Indonesian command	Indonesian shortcut key
Underlined\Word underline	Ctrl+U	Garis Bawah	Ctrl+U
Large caps	Ctrl+Shift+A	Kapital besar	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Kapital kecil	Ctrl+Shift+K
<b>Paragraph format</b>			
Centered	Ctrl+E	Tengah	Ctrl+E
Left aligned	Ctrl+L	Rata kiri	Ctrl+L
Right aligned	Ctrl+R	Rata kanan	Ctrl+R
Justified	Ctrl+J	Rata kanan kiri	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 your language has an established pronunciation for some common term (such as "server") the local pronunciation should be used. Moreover, pronunciation can be adapted to the Indonesian phonetic system if the original pronunciation sounds very awkward in Indonesian.

Example	Phonetics
SecurID	[sɪ'kjuər aɪ di:]
.NET	[dot net]
Skype	[skaip]

##### Acronyms and abbreviations

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

Example	Phonetics
RADIUS	[ra di us]
RAS	[ras]
ISA	[I sa]
LAN	[lʌn]
WAN	[wʌn]
WAP	[wʌp]
MAPI	[mʌ pi]
POP	[pop]
URL	[u er el]

The following table shows abbreviations pronounced letter by letter.

Example	Phonetics
ICMP	[aI sI em pi]
IP	[aI pi]
TCP/IP	[ti si pi/aI pi]
XML	[eks em el]
HTML	[ha tee m el]
OWA	[o we a]
SQL	[es kju el]

## URLS

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

"www" should be pronounced as [we we we].

The "dot" should be omitted, but can also be read out. In Indonesian, it's also popularly pronounced as [dot].

Example	Phonetics
http://www.microsoft.com	[we we we dot maɪ krə soft dot kom]

### **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 Indonesian approved translations.



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