



Georgian 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 Georgian 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 Georgian during the localization of your products and services.

The style guide covers guidelines and recommendations for translating the Microsoft voice into Georgian 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. ქართულენოვანი ლოკალიზაციის სახელმძღვანელო, ინოვაციური სისტემების ინსტიტუტი, თბილისი, 2011 წ.
2. Gabunia, K (ed.) (2009). MS LIP Existing '09 Glossary. Tbilisi: Innovative Systems Institute. Available from: <http://glossary.isi.ac.ge/index.php/list/2/1.xhtml>. [Accessed: 3/3/2011]

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 Georgian 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 app instead of application or program.
Pick, choose	Use pick in more fun, less formal or lightweight situations ("pick a color," not "choose a color") and choose for more formal situations (don't use select 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 computer for situations about PCs and Macs. Don't switch between <i>PC</i> and <i>computer</i> .
You	Address the user as you, 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 you, see the section Pronouns .

Georgian Microsoft voice can 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.

As Georgian verb usually encompasses the subject pronouns (along with other information), it's advisable not to repeat the subject pronoun and keep the sentence short and easily understandable. Unnecessary repeated use of subject pronouns makes sentences sound not Georgian.

en-US source term	Georgian word	Georgian word usage
Enter	შეყვანა	ჩაწერა, აკრეფა Choose a term that best matched a particular context.
Reference	მითითება	Use "მითითება" when awaiting user relevant user interaction. It's more informal and down-to-earth. Use another suitable term in case of another context.
Email	ელფოსტა	Can be used instead of ელექტრონული ფოსტა (electronic mail) when the context allows.
Message	ელწერილი or შეტყობინება	Can be used instead of ელფოსტის შეტყობინება (email message) when the context allows. Never use ელფოსტა for "(email) message."

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	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

For Georgian Microsoft voice, avoid using formal words and expressions listed in the table. Use less formal variants provided below.

en-US source	Georgian old word/phrase	Georgian new word/phrase
(is) more (than)	აღმატება	მეტია
Next	მომდევნო	შემდეგი
Also	დამატებით	ასევე
Following that	დაყოვნების გარეშე	დაუყოვნებლად
Provide guidance to...	დაკვალიანება...	მითითებების მიცემა...
Have an opportunity to...	შანსის ქონა...	საშუალების ქონა...
App	პროგრამა	აპი

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	Georgian target	Explanation
The password isn't correct, so please try again. Passwords are case-sensitive.	პაროლი არასწორია. ისევ სცადეთ. პაროლისთვის მიშენელობა აქვს სიმბოლოთა რეგისტრს.	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.	პროდუქტის კოდი არასწორია. გთხოვთ, შეამოწმოთ და ისევ სცადოთ.	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	მზადაა	Casual and short message to inform user that setup has completed, ready to start using the system.
Would you like to continue?	გსურთ, განაგრძოთ?	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.	დაარქვით კომპიუტერს სახელი, როცა მოისურვებთ. თუ გსურთ შეცვალოთ ფონის ფერი, კომპიუტერის პარამეტრებში გამორთოთ მაღალი კონტრასტი.	Address the user directly using the second person pronoun to take the necessary action.

2.2.2 Promote a feature

US English	Georgian 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.	გრაფიკული პაროლი არის ახალი მეთოდი, რომელიც გეხმარებათ სენსორიანი კომპიუტერის დაცვაში. თქვენი უნიკალური პაროლის შესაქმნელად ირჩევთ სურათს და მასთან ერთად გამოსაყენებელ ჟესტს.	Promoting a specific feature with the use of em-dash to emphasis 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.	მიეცით აპებს ნებართვა, გაჩვენოთ პერსონალიზებული შინაარსი, თქვენი კომპიუტერის, მდებარეობის, სახელის, ანგარიშის სურათისა და სხვა დომენური ინფორმაციის გათვალისწინებით.	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	Georgian target	Explanation
To go back and save your work, click Cancel and finish what you need to.	მუშაობის დასასრულებლად, დააწკაპუნეთ „გაუქმება“-ზე და დაუბრუნდით სამუშაოს.	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.	ამ ნახატი პაროლის დასადასტურებლად, ნახეთ ჩანაწერი და ზუსტად გაიმეორეთ ნახატზე ნაჩვენები ჟესტები.	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	Georgian 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.	განახლებები დაყენდა, მაგრამ მათ გამოსაყენებლად ხელახლა უნდა ჩაირთოს Windows 10-ის საინსტალაციო. გადატვირთვის შემდეგ, პროცესი გაგრძელდება იქიდან, სადაც გაჩერდა.	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.	თუ ახლა გადატვირთავთ, თვენ და კომპიუტერთან დაკავშირებულმა სხვა ადამიანებმა, შესაძლოა, დაუმახსოვრებელი ნამუშევარი დაკარგოთ.	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.	ეს დოკუმენტი ავტომატურად გადავა შესაბამის ბიბლიოთეკასა და საქაღალდეში, მას შემდეგ რაც შეასწორებთ არასწორ ან გამოტოვებულ პარამეტრებს.	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.	რაღაც პრობლემაა! ჩამოტვირთული ფაილები ვერ იძებნება, რომ შეიქმნას ჩატვირთვადი USB დისკწამყვანი.	Without complexity and using short sentences inform the user what has happened.

3 Language-specific standards

Information about Georgian-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:

If common Georgian abbreviations exist, it should be used, but some English abbreviations are also commonly used in Georgian.

List of common abbreviations:

Expression	Acceptable abbreviation
i.e.	ე.ი.
e.g.	მაგ.
etc.	დას.შ. or დასხვ.
See	იხ.
URL	URL
USB	USB
Wi-Fi	Wi-Fi
WLAN	WLAN
SMS	SMS
MMS	MMS

Day	Normal form	Abbreviation
Monday	ორშაბათი	ორშ.
Tuesday	სამშაბათი	სამშ.
Wednesday	ოთხშაბათი	ოთხშ.
Thursday	ხუთშაბათი	ხუთშ.

Day	Normal form	Abbreviation
Friday	პარასკევი	პარ.
Saturday	შაბათი	შაბ.
Sunday	კვირა	კვ.

Month	Full form	Abbreviated form	Long date form
January	იანვარი	იან.	იანვარი
February	თებერვალი	თებ.	თებერვალი
March	მარტი	მარ.	მარტი
April	აპრილი	აპრ.	აპრილი
May	მაისი	მაი.	მაისი
June	ივნისი	ივნ.	ივნისი
July	ივლისი	ივლ.	ივლისი
August	აგვისტო	აგვ.	აგვისტო
September	სექტემბერი	სექ.	სექტემბერი
October	ოქტომბერი	ოქტ.	ოქტომბერი
November	ნოემბერი	ნოემ.	ნოემბერი
December	დეკემბერი	დეკ.	დეკემბერი

In addition to common measurements such as km, m, cm, mm, etc., the following abbreviations are used in technical documentation:

Measurement	English abbreviation	Georgian abbreviation
Gigabyte	GB	(+) გბაიტი
Gigabit	GBit	(+) გბიტი

Kilobyte	KB	(+) კბაიტი
Kilobit	KBit	(+) კბიტი
Megabyte	MB	(+) მბაიტი
Megabit	MBit	(+) მბიტი
Terabyte	TB	(+) ტბაიტი
Terabit	TBit	(+) ტბიტი
Bits per second	Bit/s	(+) ბიტ/წმ
Megabits per second	MBit/s or Mbps	(+) მბიტ/წმ
Kilobits per second	KBit/s or Kbps	(+) კბიტ/წმ
Bytes per second	B/s	(+) ბაიტ/წმ
Megabytes per second	MB/s	(+) მბაიტ/წმ
Kilobytes per second	KB/s	(+) კბაიტ/წმ
Megahertz	MHz	(+) მჰც
Hertz	Hz	(+) ჰც

Avoid using uncommon abbreviations, aim to reword a phrase if it does not fit the layout.

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).

In Georgian, acronyms are generally translated from their full form and the English full version, along with acronym, is included in the parentheses the first time they are introduced in a sentence.

Caution: Don't include a generic term after an acronym or abbreviation if one of the letters in the acronym stands for that term. Even though this might occur in the US-

English version, it should be "corrected" in the localized version. The following examples show the redundancy in red for Georgian terms:

Incorrect translation examples	Acceptable translation examples
(-) RPC გამოძახება	(+) დისტანციური პროცესისგამოძახება OR RPC
(-) HTML-ენა	(+) HTML
(-) TCP/IP პროტოკოლი	(+) TCP/IP
(-) PIN-ნომერი	(+) PIN

Check the [Microsoft Language Portal](#) to confirm how to translate common English acronyms.

Localized acronyms

English acronyms should either left in English or translated from their full forms. We leave acronyms in English if space is restricted for them and there is not enough room for translated full version.

Examples:

en-US source	Georgian target
PRC	დისტანციური პროცედურის გამოძახება RPC
PIN	PIN-კოდი PIN

In online help or documentation, spell out the words that comprise an acronym or abbreviation the first time that acronym is used in the text. You should include the language-specific translation, the US term, and the acronym as in the following example:

(+) მონაცემთა წვდომის ობიექტები (Data Access Objects, DAO)

(+) ActiveX მონაცემთა ობიექტები (ActiveX Data Objects, ADO)

In the user interface, there is usually not enough space for all three terms (US term, language-specific translation, and the acronym); only in wizards, the acronym can easily be spelled out and localized on first mention. If there are space constraints or there is no 'first' occurrence, it's up to you to judge to the best of your knowledge whether the acronym or abbreviation can be left as is or should be spelled out and localized.

You should also consider that different users will have different levels of knowledge about a product. For example, an Italian Exchange user will understand "DL," but the average Italian Windows user might not understand "DL" and would need to see "lista di distribuzione" (distribution list) instead. Try to be consistent within a product with your use of acronyms and initializations.

Note: Although the English acronym can't generally be derived from the language-specific translation, creating a new acronym derived from the language-specific translated term is not an option. For example, don't replace an English acronym with a language-specific acronym; instead, leave the English acronym or abbreviation intact, as in the following examples "where DLL" and "DPI" are correctly rendered as "DLL" and "DPI":

English example	Acceptable translation
FTP transfer	(+) FTP ტრანსფერი

Many acronyms are standardized and remain untranslated. They are only followed by their full spelling in English if the acronym must be explained to Georgian-speaking audiences. If the acronym is commonly known, it can be used on its own.

The following list contains examples of acronyms and abbreviations that are considered commonly understood; these acronyms and abbreviations should not be localized or spelled out in full in English:

- ANSI (American National Standards Institute)
- ISO (International Standards Organization)
- ISDN
- DOS
- DSL
- CD
- DVD

3.1.3 Adjectives

In Georgian, handle adjectives in the following manner.

Possessive adjectives

The frequent use of possessives such as "my," "your," their, etc. is a feature of English language. However, in Georgian, the use of possessive adjectives is slightly less frequent.

Examples:

English	Georgian
Make sure your computer is connected to the Internet.	(+) დარწმუნდით, რომ კომპიუტერი დაკავშირებულია ინტერნეტთან. (-) დარწმუნდით, რომ თქვენი კომპიუტერი დაკავშირებულია ინტერნეტთან.
Please enter your new credentials.	(+) გთხოვთ, ჩაწეროთ ავტორიზაციის ახალი პარამეტრები. (-) გთხოვთ, ჩაწეროთ თქვენი ავტორიზაციის ახალი პარამეტრები.
Forgot your password?	(+) დაგავიწყდათ პაროლი? (-) დაგავიწყდათ თქვენი პაროლი?

3.1.4 Capitalization

Georgian does not have capital letters and hence capitalization issues don't apply to the texts written in Georgian. However, capitalization should be considered when English terms and acronyms are used—in such cases, the English words should have the same capitalization as in the source.

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.

Compounds in Georgian are formed either by delimiting words by hyphen, or by putting the first word in genitive and spelling out the words separately.

Example:

en-US source	Georgian target
Internet accounts	(+) ინტერნეტ-ანგარიშები (-) ინტერნეტ ანგარიშები

3.1.6 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

As Georgian does not heavily rely on use of contractions, this section is only slightly applicable to Georgian. See the one example where using contractions in Georgian is recommended.

en-US source text	Georgian long form	Georgian contracted form
Some networks are not available in your area	თქვენს რეგიონში რამდენიმე ქსელი არის ხელმისაწვდომი.	თქვენთან რამდენიმე ქსელი მიუწვდომელია.
3 devices are synced with your PC.	თქვენს კომპიუტერთან დასინქრონებულია 3 მოწყობილობა.	კომპიუტერთან დასინქრონებულია 3 მოწყობილობა.
2 files are detected	აღმოჩენილია 2 ფაილი.	ნაპოვნია 2 ფაილი.

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.

Georgian Microsoft voice can be conveyed through similar use of conjunctions.

en-US source text	Georgian old use of conjunctions	Georgian new use of conjunctions
As product gains features, there is a risk that older content may not display correctly.	ვინაიდან პროდუქტი ახალ ფუნქციებს იძენს, შესაძლოა, ძველი შიგთავსი სწორად არ გამოჩნდეს.	შესაძლოა, ახალი ფუნქციების გამო ძველი მასალა სწორად არ გამოჩნდეს.
In case of usage the updated format, the new features will be supported.	განახლებული ფორმატის გამოყენების შემთხვევაში, გათვალისწინებული იქნება ახალი ფუნქციები.	ახალ ფორმატს მრავალი უპირატესობა აქვს.

en-US source text	Georgian old use of conjunctions	Georgian new use of conjunctions
Entering more keywords will result in better visibility of the article in search engines.	მეტი საკვანძო სიტყვის მითითების შემთხვევაში, სტატიის საძიებო სისტემებში ხილვადობა გაუმჯობესდება.	თუ მეტ საკვანძო სიტყვას გამოიყენებთ, სტატია უფრო ადვილად მოიძებნება.

3.1.8 Genitive

Georgian genitive marker is "-ის" (with small hyphen "-").

Georgian genitive marker (-ის) should be added to localized words, but note that sometimes it's not necessary to add Georgian genitive marker to unlocalized words.

en-US source	Georgian target
Printer settings	პრინტერის პარამეტრები
Windows installation	Windows-ის ინსტალაცია
Office templates	Office-ის შაბლონები
Windows OS	Windows ოპერაციული სისტემა
Microsoft account	Microsoft ანგარიში

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 Lao 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.

3.1.10 Nouns

General considerations

It's not preferred to add Georgian nominative "-ი" suffix to an unlocalized word. However, suffixes if other grammar forms should be used in most cases.

Example:

en-US source	Georgian target
Internet Explorer settings are applied to Windows Mail	(+) Windows Mail პარამეტრებს იღებს Internet Explorer-დან (-) Windows Mail-ი პარამეტრებს იღებს Internet Explorer-დან

Inflection

Georgian uses seven declension cases. Since Georgian usually uses various suffixes for declension, it's advisable to add the relevant suffixes to the placeholders, as shown in the examples below.

Example:

en-US source	Georgian target
Would you replace the incorrect %s?	გსურთ არასწორი %s-ის ჩანაცვლება?

Plural formation

In Georgian plurals are usually formed by adding "ებ"

Examples:

en-US source	Georgian target
server	სერვერი
servers	სერვერები
server(s)	სერვერ(ებ)ი

3.1.11 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.

Pay attention to the correct use of the preposition in translations. Influenced by the English language, many translators omit them or change the word order.

Since Georgian usually appends prepositions to the noun, it's often difficult to translate strings like "upgrade to," without knowing the following word. In such cases it's advisable to double check the context and make appropriate modifications to the following word or variable directly in the dialog box editor.

US Expression	Description	Georgian
connect to %s	%s will be replaced with the name of a device	(+) %s-თან დაკავშირება (-) %s დაკავშირება
connect to	Object parameter follows this phrase and it's impossible to change this order.	(+) დაკავშირება: (-)...-სთან დაკავშირება

3.1.12 Pronouns

In English "you/your" is used more often than in Georgian. Try to avoid using "თქვენ," "თქვენი," etc. whenever possible. Instead use neutral structures and passive voice. But when "you/your" is necessary to indicate the direction then you should use it in the translation:

English example	Georgian example
Use your mouse to draw circles on the page.	(+) გვერდზე წრეების დასახაზად გამოიყენეთ მაუსი. (-) ამ გვერდზე წრეების დასახაზად გამოიყენეთ თქვენი თაგუნა.
Type your username and password.	(+) აკრიფეთ მომხმარებლის სახელი და პაროლი. (-) აკრიფეთ თქვენი მომხმარებლის სახელი და პაროლი.

Would you like to add %s to your friends?	(+) გსურთ დაამატოთ %s თქვენს მეგობრებში? (-) თქვენ გსურთ დაამატოთ %s თქვენს მეგობრებში?
You are about to join a new meeting. You will lose the messages that are currently displayed. Do you want to save the current messages?	(+) თქვენ აპირებთ შეუერთდეთ ახალ კრებას. ამით ეკრანზე ამჟამად ნაჩვენები შეტყობინებები დაიკარგება. გსურთ შეინახოთ მიმდინარე შეტყობინებები?

3.1.13 Punctuation

Guide to Georgian punctuation usage is available in the recommended reference material. As compared to English, Georgian punctuation usage is slightly different.

Bulleted lists

Bullet lists are the same as in English

Comma

Comma in complex sentences

Sub-sentences, explanatory and conditional part of sentences, including the following words should be separated with commas: გთხოვთ (please), მაგალითად (for example), etc.

Examples:

(+) თუგსურთგამოიყენოთსერვისი, გაიარეთრეგისტრაცია.

(-) თუგსურთგამოიყენოთსერვისიგაიარეთრეგისტრაცია.

(+) ინფორმაციისმისაღებად, ეწვიეთსაიტს.

(-) ინფორმაციისმისაღებადეწვიეთსაიტს.

(+) გთხოვთ, წაიკითხოთშეტყობინება

(-) გთხოვთწაიკითხოთშეტყობინება

(+) შეგიძლიათგამოიყენოთფოსტისფუნქციები, მაგალითად, გაგზავნოთდამიილოთწერილები.

(-) შეგიძლიათგამოიყენოთფოსტისფუნქციები, მაგალითადგაგზავნოთდამიილოთწერილები.

(-) შეგიძლიათგამოიყენოთფოსტისფუნქციებიმაგალითადგაგზავნოთდამიილოთწერილები.

Comma with connective words

Never use a comma before "და" (and), but you should use a comma before "ან" (or) when the connective word connects two sub-sentences.

Examples:

(+) შედითსისტემაში, გახსენითპარამეტრებიდაშეარჩიეთკონფიგურაცია.

(-) შედითსისტემაში, გახსენითპარამეტრები, დაშეარჩიეთკონფიგურაცია.

(+) გამოიყენეთნაგულისხმევიკონფიგურაცია, ანშეარჩიეთსასურველიპარამეტრები.

(-) გამოიყენეთნაგულისხმევიკონფიგურაციაანშეარჩიეთსასურველიპარამეტრები.

Colon

Use colons where appropriate according to Georgian grammar rules.

Examples:

US English	Georgian target	Comment
17:50	17:50 სთ.	Colon is generally used as a time separator.
Here you can find: list item one, list item two, and list item three.	აქ ნახავთ: პირველს, მეორეს და მესამეს.	A colon isn't usually used when something is listed.

Don't use colons after the salutation line.

Example:

US English	Georgian target	Comment
Dear users,	ძვირფასო მომხმარებლებო,	While it customary in U.S. business correspondence to close a salutation line by a colon, an exclamation mark or, nowadays increasingly, a comma is used.

Dashes and hyphens

Two different dash characters are used in Georgian:

Hyphen

A small 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.

Example:

US English	Georgian target	Comment
Internet connection	ინტერნეტ-კავშირი	The short dash without spaces should be used in compound words.

En dash

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

Example:

US English	Georgian target	Comment
4 - 3 = 2	4 - 3 = 2	A minus sign should be used in math equations.

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

Example:

US English	Georgian target	Comment
The length should be 50 to 100 words.	უნდა გამოიყენოთ 50-100 სიტყვა	A en dash or a hyphen without spaces should be used in number ranges.

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.

Example:

US English	Georgian target	Comment
Rules — Terms and conditions of the service	წესები — სერვისის გამოყენების წესები და პირობები	An em dash with spaces should be used between different sections of a sentence.

Ellipses (suspension points)

In Georgian ellipses are generally used as in English.

Example:

US English	Georgian target	Comment
I never drink... coffee.	მე არასოდეს ვსვამ... ყავას.	In Georgian ellipses are generally used to imply an omission of a word, or a pause in speech.

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

Example:

US English	Georgian target	Comment
Sending...	იგზავნება...	Progress status of a process

Period

US English uses a period as the decimal separator, though Georgian uses comma for this purpose. Period is only used to mark the end of a sentence.

Example:

US English	Georgian target	Comment
The file is successfully downloaded.	ფაილი წარმატებით ჩამოიტვირთა.	A period should be used as a full stop after a complete sentence.

Quotation marks

Quotation marks are used when referring to a quotation. As opposed to US English usage of italic formatting for titles or foreign words, Georgian tends to use quotation marks in this context as well.

Georgian opening and closing quotation marks differ from US English usage.

Georgian uses double low-9 (U+201E) quotation mark as opening and left double (U+201C) quotation mark as closing. The usage of double quotation marks is similar to Georgian language.

Example:

US English	Georgian target
Please see the article "Safe Browsing."	იხილეთ სტატია „უსაფრთხოება ინტერნეტში“.

The use of straight quotes (U+0022) is also possible if it's preferred to use for any technical reason, but it should be avoided in all other circumstances where possible.

Note that since the usage of Georgian script in localizations follows Unicode standard, in most cases it's possible to replace the straight quotes used in source. In this case, the Georgian quotation marks will not need to be escaped, even if the source escapes straight quotes.

US Source	Georgian
Would you like to delete the sheet entitled \"%s\"?	(+) გსურთ წაშალოთ ფურცელი სათაურით „%s“? (-) გსურთ წაშალოთ ფურცელი სათაურით \"%s\"?

The straight quotes must remain intact when they are part of machine-readable language syntax (for example, in programming languages).

Examples:

(+) ``
 (-) ``

Parentheses

In Georgian, there is no space between the parentheses and the text inside them. Georgian does not put period before parentheses. Parentheses should always go inside the sentence.

Example:

US English	Georgian target
4 pages (1200 words)	4 გვერდი (1200 სიტყვა)

3.1.14 Verbs

For Georgian 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.

Georgian verb system is quite complex. It's common that up to eight thousand word forms can be formed from a single verb stem.

If it's grammatical to omit the predicate "be" in Georgian, you can omit it in error messages, but you should be consistent in your usage across all error messages. Be concise without changing the meaning of the source string. A phrase or title may be without a verb, but unlike a phrase, a complete sentence should always contain at least one verb.

US English source text	Georgian use of verb tense	Comments
Unknown error	(+) მოხდა უცნობი შეცდომა (-) უცნობი შეცდომა	A phrase may be with or without any verb.
Unknown error	(+) მოხდა უცნობი შეცდომა. (-) უცნობი შეცდომა.	A sentence should have a verb.

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 Georgian, 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".

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.

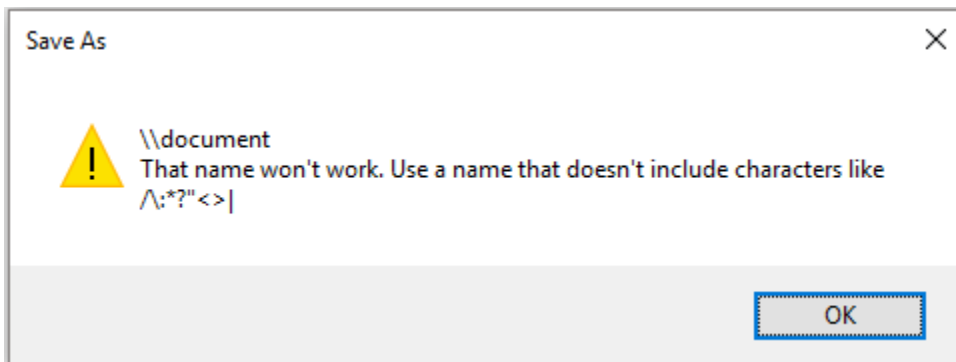
A thorough understanding of the culture of the target market is required for checking the appropriateness of cultural content, clip art and other visual representations of religious symbols, and body and hand gestures.

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 Georgian translation
Oops, that can't be blank...	უი, ეს ველი არ უნდა იყოს ცარიელი...
Not enough memory to process this command.	ამ ბრძანების შესრულებისთვის არ არის საკმარისი მეხსიერება.

Georgian 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.

The message should be clear and consistent terminology should be used in it.

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 ...	ვერ...	ვერ ჩამოიტვირთა	The wording should be simple and clear.
Failed to ... Failure ofვერ შესრულდა	ბრძანება ვერ შესრულდა	The wording should be simple and clear.
Can't find ... Could not find ... Unable to find ... Unable to locateვერ იძებნება	ფაილი ვერ იძებნება	The wording should be simple and clear.
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	არ არის საკმარისი მეხსიერება	პროგრამის დასაინსტალირებლად არ არის საკმარისი მეხსიერება.	The wording should be simple and clear.
... is not available ... is unavailable	...მიუწვდომელია	საიტი მიუწვდომელია.	The wording should be simple and clear.

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).

The keyboard is the primary input device used for text input in Microsoft Windows. For accessibility and efficiency, most actions can be performed using the keyboard as well. While working with Microsoft software, you use keys, key combinations and key sequences.

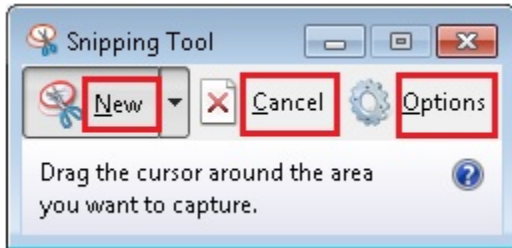
In English, References to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps).

English key name	Georgian key name
Alt	Alt
Backspace	Backspace
Break	Break
Caps Lock	Caps Lock
Ctrl	Control

English key name	Georgian key name
Delete	Delete
Down Arrow	ისარი ქვემოთ
End	End
Enter	Enter
Esc	Esc
Home	Home
Insert	Insert
Left Arrow	ისარი მარცხნივ
Num Lock	Num Lock
Page Down	Page Down
Page Up	Page Up
Pause	Pause
Right Arrow	ისარი მარჯვნივ
Scroll Lock	Scroll Lock
Shift	Shift
Spacebar	ინტერვალი
Tab	Tab
Up Arrow	ისარი ზემოთ
Windows key	Windows-ის ღილაკი
Menu Key	მენიუს ღილაკი
Print Screen	Print Screen

4.5.3 Keyboard shortcuts

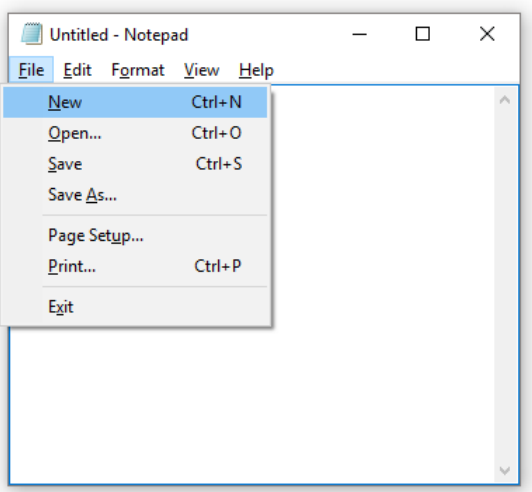
Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to keyboard shortcuts (also known as access keys) that allow you to run commands, perform tasks, etc., more quickly.

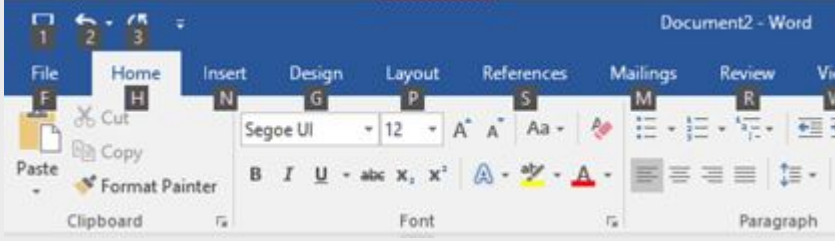


Keyboard shortcuts special options	Usage: is it allowed?	Notes
"Slim characters," such as I, l, t, r, f can be used as keyboard shortcuts	no	Not applicable to Georgian
Characters with downstrokes, such as g, j, y, p and q can be used as keyboard shortcuts	no	A keyboard shortcut can be assigned to a character with a down stroke if there are no other options (i.e. all other character have keyboard shortcuts assigned to them)
Extended characters can be used as keyboard shortcuts	no	Not applicable to Georgian
An additional letter, appearing between brackets after item name, can be used as keyboard shortcuts	no	N/A
A number, appearing between brackets after item name, can be used as keyboard shortcut	no	However, it's acceptable to write a number in a dialog box before the item name when only English words are available for an access key, like in protocol names:
A punctuation sign, appearing between brackets after item name, can be used as keyboard shortcut	no	N/A

Keyboard shortcuts special options	Usage: is it allowed?	Notes
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	
Contemporary Georgian characters from Georgian (QWERTY) layout's normal level can be used as keyboard shortcut	yes	ა, ბ, გ, დ, ე, ვ, ზ, ი, კ, ლ, მ, ნ, ო, პ, რ, ს, ტ, უ, ფ, ქ, ყ, ც, ჰ
Contemporary Georgian characters from Georgian (QWERTY) layout's elevated (shift) level can be used as keyboard shortcut.	no	ჭ, ღ, თ, მ, ჟ, ძ, ზ - can't be used

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

Term	Usage
access key	<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.</p> <p>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.</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.

Check the [Microsoft Language Portal](#) for Georgian equivalents of the 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.

Another reason why numeric keypad should be avoided in examples is the period key on numeric keypad, which can be transformed to a comma in case the user has switched to a Georgian keyboard layout.

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.

When using Georgian characters as shortcut keys, it's important to note the difference between the Georgian characters that can be accessed from Georgian (QWERTY) keyboard layout directly and the ones that would require that Shift modifier is also pressed. See [Keyboard shortcuts/access keys](#) section for a list of Georgian characters that are accessible from Georgian (QWERTY) layouts directly and thus allowed to be used a shortcut keys.

Standard shortcut keys

US command	US English shortcut key	Georgian command	Georgian shortcut key
General Windows shortcut keys			
Help window	F1	დახმარების სარკმელი	F1
Context-sensitive Help	Shift+F1	კონტექსტზე დამოკიდებული დახმარება	Shift+F1
Display pop-up menu	Shift+F10	კონტექსტური მენიუს ჩვენება	Shift+F10
Cancel	Esc	გაუქმება	Esc
Activate\Deactivate menu bar mode	F10	მენიუს ზოლის გააქტიურება/დეაქტივაცია	F10
Switch to the next primary application	Alt+Tab	შემდეგ ძირითად პროგრამაზე გადართვა	Alt+Tab
Display next window	Alt+Esc	შემდეგი ფანჯრის ჩვენება	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	სარკმელის კონტექსტური მენიუს ჩვენება	Alt+Spacebar

US command	US English shortcut key	Georgian command	Georgian shortcut key
Display pop-up menu for the active child window	Alt+-	აქტიური ქვე-სარკმელის კონტექსტური ფანჯრის ჩვენება	Alt+-
Display property sheet for current selection	Alt+Enter	თვისებების ჩვენება	Alt+Enter
Close active application window	Alt+F4	აქტიური პროგრამის ფანჯრის დახურვა	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	შემდეგ ფანჯარაზე გადართვა	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	აქტიური ფანჯრის გამოსახულების ბუფერულ მეხსიერებაში გადაწერა	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	სამუშაო დაფის გამოსახულების გაცვლის ბუფერში გადაწერა	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	დავალებათა ზოლზე ლილაკი „დაწყება“-ს გამოძახება	Ctrl+Esc
Display next child window	Ctrl+F6	შემდეგი ქვე-ფანჯრის ჩვენება	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	შემდეგი ჩანართული პანელის ჩვენება	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Task Manager-ის და სისტემის ინიციალიზაციის გამოძახება	Ctrl+Shift+Esc
File menu			
File New	Ctrl+N	ფაილი > ახალი	Ctrl+N

US command	US English shortcut key	Georgian command	Georgian shortcut key
File Open	Ctrl+O	ფაილი > გახსნა	Ctrl+O
File Close	Ctrl+F4	ფაილი > დახურვა	Ctrl+F4
File Save	Ctrl+S	ფაილი > დამახსოვრება	Ctrl+S
File Save as	F12	ფაილი > დამახსოვრება როგორც	F12
File Print Preview	Ctrl+F2	ფაილი > დათვალიერება ამობეჭდვამდე	Ctrl+F2
File Print	Ctrl+P	ფაილი > ბეჭდვა	Ctrl+P
File Exit	Alt+F4	ფაილი > გასვლა	Alt+F4
Edit menu			
Edit Undo	Ctrl+Z	შეცვლა > გაუქმება	Ctrl+Z
Edit Repeat	Ctrl+Y	შეცვლა > გამეორება	Ctrl+Y
Edit Cut	Ctrl+X	შეცვლა > ამოჭრა	Ctrl+X
Edit Copy	Ctrl+C	შეცვლა > კოპირება	Ctrl+C
Edit Paste	Ctrl+V	შეცვლა > ჩასმა	Ctrl+V
Edit Delete	Ctrl+Backspace	შეცვლა > წაშლა	Ctrl+Backspace
Edit Select All	Ctrl+A	შეცვლა > ყველაფრის მონიშვნა	Ctrl+A
Edit Find	Ctrl+F	შეცვლა > ძიება	Ctrl+F
Edit Replace	Ctrl+H	შეცვლა > ჩანაცვლება	Ctrl+H
Edit Go To	Ctrl+B	შეცვლა > გადასვლა....	Ctrl+B
Help menu			
Help	F1	დახმარება	F1
Font format			

US command	US English shortcut key	Georgian command	Georgian shortcut key
Italic	Ctrl+I	დახრილი	Ctrl+I
Bold	Ctrl+G	მუქი	Ctrl+G
Underlined\Word underline	Ctrl+U	ხაზგასმული/სიტყვის ხაზგასმა	Ctrl+U
Large caps	Ctrl+Shift+A	დიდი სათაო ასოები	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	პატარა სათაო ასოები	Ctrl+Shift+K
Paragraph format			
Centered	Ctrl+E	ცენტრში სწორება	Ctrl+E
Left aligned	Ctrl+L	მარცხნივ სწორება	Ctrl+L
Right aligned	Ctrl+R	მარჯვნივ სწორება	Ctrl+R
Justified	Ctrl+J	ორმხრივი სწორება	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 a common term (such as "server"), use the local pronunciation. Pronunciation can be adapted to the Georgian phonetic system if the original pronunciation sounds very awkward in Georgian.

Example	Phonetics	Comment
SecurID	[sɪ'kjʊər aɪ di:]	may be pronounced as [სიქურ აიდი]
.NET	[dot net]	"dot" may be translated [წერტილი ნეტ]
Skype	[skaipi]	Product names should be pronounced as their original pronunciations, but in case the name ends with a consonant, "i" should be added after it

Acronyms and abbreviations

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

Example	Phonetics	Comment
RADIUS	[radius]	may be read as "radius"
RAS	[ras] or [er-ei-es]	both versions may be used
ISA	[isa] or [ai-es-ei]	both versions may be used
LAN	[lan] or [el-ai-en]	[lan] is commonly used
WAN	[van] or [ˈdʌb(ə)lju:-ei-en]	both versions may be used
WAP	[vap] or [ˈdʌb(ə)lju:-ei-pi]	[vap] is commonly used
MAPI	[mapi] or [em-ei-pi-ai]	both versions may be used
POP	[pop] or [pi-ou-pi]	[pop] is commonly used
URL	[u-er-el]	[u-er-el] is commonly used

Other abbreviations are pronounced letter by letter.

Example	Phonetics	Comment
ICMP	[ai-ci-em-pi]	This is the commonly used version
IP	[ai-pi]	This is the commonly used version
TCP/IP	[TCP/ai-pi]	This is the commonly used version
XML	[eks-am-el]	This is the commonly used version
HTML	[eich-ti-em-el]	This is the commonly used version
OWA	[ova] or [ou-ˈdʌb(ə)lju:-ei]	Both versions are possible
SQL	[es-qu-el]	This is the commonly used version

URLS

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

"www" should be pronounced as [ˈdʌb(ə)lju: ˈdʌb(ə)lju: ˈdʌb(ə)lju:] or [vʌv].

The "dot" should be omitted, but can also be read out. If you read it out, then it must be pronounced the Georgian way, as "წერტილი."

Example	Phonetics	Comment
http://www.microsoft.com/geo	[maikrosoft com slash geo] [მაიკროსოფტ წერტილი კომ, დახრილი ხაზი ჯეო] OR [maikrosoft dot com slash gi-i-ou] [მაიკროსოფტ წერტილი კომ, დახრილი ხაზი ჯი-ი-ოუ]	It should be read as microsoft.com/geo reads in English, but "dot" should be translated.

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 Georgian approved translations.

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