Microsoft

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

The style guide covers guidelines and recommendations for translating the Microsoft voice into Italian 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 reference material

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

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 Italian 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. For consumer content, 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.

IMPORTANT: The sample translations which you will find in this style guide are not meant to be prescriptive samples of terminology. The correct and most updated terminology is on Microsoft Language Portal. Use the samples as indicators of how Microsoft voice can be implemented, and work with Microsoft Language Portal, your moderator or subsidiary contact in case of questions or doubts.

2.1.1 Flexibility

It's important for translators to modify or rewrite translated strings so that they are more appropriate and natural to Italian customers. Try to understand the whole intention of the sentences, paragraphs, and pages, and then rewrite as if you are writing the content yourself. It will make the content more perfect for Italian users. Sometimes, you may need to remove any unnecessary content.

English example	Italian example
Apps, front and center	App in primo piano
Wall-to-wall web	Web a tutto schermo
The next chapter	Il futuro di Windows

2.1.2 Word choice

Terminology

Use terminology from the Microsoft Language Portal where applicable, for example key terms, technical terms, and product names.

Short word forms and everyday words

Microsoft voice text written in US English prefers short, simple words spoken in everyday conversations. In English, shorter words are friendlier and less formal. Short words also save space on screen and are easier to read quickly. Precise, well-chosen words add clarity, but it's important to be intentional about using everyday words that customers are accustomed to.

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

en-US word	en-US word usage
App	Use *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 *PC* and *computer*.
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.

As far as Italian is concerned, the use of short word forms is only allowed for a very limited list of terms which are widely popular and whose usage, being well-established, is not subject to misunderstandings. Adhere to approved terminology; don't use different target terms for already established and approved terms.

en-US source term	Italian word	Italian word usage
PC	personal computer	PC
cellular phone	telefono cellulare	cellulare
e-mail	messaggio di posta elettronica	e-mail or email
e-mail server	server di posta elettronica	server e-mail or server email
info	informazioni	info
app	applicazione	app

2.1.3 Word-to-word translation

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

English text	Correct Italian translation	Incorrect Italian translation
Welcome to gaming for Windows 10	Il parco giochi di Windows 10	Benvenuto nei giochi per Windows 10
Spend time playing the game, not looking for it Have you ever downloaded a new game and then spent more time trying to find it on your PC than you spent looking for the lost treasure or hidden bonus levels? With the Games Explorer in Windows 10, getting started with a game is so easy that even the n00biest of n00bies can do it.	I tuoi giochi preferiti... a portata di mano Ti è mai capitato di scaricare un nuovo gioco e passare più tempo a cercarlo sul tuo PC che a cercare un tesoro nascosto? Con Games Explorer in Windows 10 anche i giocatori più negati possono iniziare a divertirsi in un batter d'occhio!	Passa il tempo a giocare, non a cercare il gioco Hai mai scaricato un nuovo gioco e passato più tempo a cercarlo sul PC che non a cercare il tesoro perduto o un livello bonus nascosto? Con Games Explorer in Windows 10, iniziare a giocare con un gioco è così facile che anche il peggiore tra i peggiori giocatori può farcela.
But before you even peel the plastic off a newly purchased game (or download it from the Games for Windows Marketplace*), you'll already have a solid library of Windows favorites: Hearts, Minesweeper, two kinds of Solitaire.	Ancor prima di scartare un gioco nuovo di zecca (o di averlo scaricato dal marketplace Giochi per Windows*), potrai divertirti con una collezione completa di giochi di Windows, ovvero Hearts, Prato fiorito e due tipi di solitari.	Ma prima di rimuovere la plastica da un gioco appena acquistato (o di scaricalo dal Marketplace di Games for Windows*), hai già una solida libreria di preferiti di Windows: Cuori, Dragamine, due tipi di Solitario.

2.1.4 Words and phrases to avoid

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

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

Suitable	*Works well*
Terminate	*End*
Toggle	*Switch*
Utilize	*Use*

In order to support Microsoft voice for the Italian speaking audience, prefer using everyday words instead of formal ones which may sound less natural.

The suggestions below are only examples. You may change the suggested translations according to the context, but be careful and consider the global audience which might not be familiar with some slang terms or colloquialisms. When translating, always keep in mind the goals of Microsoft voice and use the words people will use in less formal situations.

en-US source	Italian word to avoid	Italian word/phrase
reference	fare riferimento a	vedere
want	desiderare	volere
can	essere in grado di	riuscire

Note that the following translations are only preferred and that you can safely use the alternative ones especially in context where synonyms are necessary to avoid repetitions.

en-US source	Italian preferred translation	Italian alternative translation
use	usare	utilizzare
try	provare	tentare
find	trovare	individuare

2.2 Sample Microsoft voice text

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

IMPORTANT: The sample translations which you will find in the following sections are not meant to be prescriptive samples of terminology. The correct and most updated terminology is on Microsoft Language Portal. Use the samples as indicators of how Microsoft voice can be implemented, and work with Microsoft Language Portal, your moderator or subsidiary contact in case of questions or doubts.

2.2.1 Address the user to take action

US English	Italian target	Explanation
The password isn't correct, so please try again. Passwords are case-sensitive.	La password non è corretta. Prova di nuovo ricordando che nelle password devi specificare correttamente maiuscole e minuscole.	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.	Il codice Product Key non funziona. Verifica di averlo inserito correttamente e riprova.	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	Ora tutto è pronto per iniziare	Casual and short message to inform user that setup has completed, ready to start using the system.
Would you like to continue?	Vuoi continuare?	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.	Dai al tuo PC il nome che preferisci. Se vuoi cambiare il colore dello sfondo, disattiva il contrasto elevato nelle impostazioni del PC.	Address the user directly using second person pronoun to take the necessary action.

2.2.2 Promote a feature

US English	Italian target	Explanation
Picture password is a new way to help you protect your	La password grafica è un nuovo modo per proteggere	Promoting a specific feature with the use of em-dash to

touchscreen PC. You choose the picture—and the gestures you use with it—to create a password that's uniquely yours.	il tuo PC touchscreen. Puoi scegliere un'immagine e i gesti da usare per creare una password solo tua.	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.	Consenti alle app di fornirti contenuto personalizzato in base alla posizione e al nome del tuo PC, all'immagine dell'account e ad altre info relative al dominio.	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	Italian target	Explanation
To go back and save your work, click Cancel and finish what you need to.	Per tornare indietro e salvare il lavoro, fai clic su Annulla e finisci quello che desideri.	Short and clear action using second person pronoun.
To confirm your current picture password, just watch the replay and trace the example gestures shown on your picture.	Per confermare la tua password grafica corrente, guarda la riproduzione e ripeti sull'immagine i gesti di esempio mostrati.	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	Italian 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.	Gli aggiornamenti sono stati installati ma per farli funzionare devi riavviare il programma di installazione di Windows 10. Dopo il riavvio, riprenderemo da dove eravamo rimasti.	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.	Se riavvii adesso, tu e tutti gli altri utenti che stanno usando questo PC potreste perdere i dati non salvati.	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.	Dopo che avrai corretto le proprietà non valide o mancanti, questo documento verrà automaticamente spostato nella raccolta e nella cartella corrette.	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.	C'è un problema. Non trovo i file scaricati per creare l'unità flash USB di avvio.	Without complexity and using short sentences inform the user what has happened.

3 Language-specific standards

Information about Italian-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:

Using standardized abbreviations commonly used in the local culture, in the industry or the market and documented by Microsoft reference material or other authoritative source of references.

Using general criteria for shortening words, such as:

- Omit at least two letters.
- Truncate a word so that it ends with a consonant and place a period after it.
- When a word contains a double consonant, truncate it at the second one and place a period after it. Examples: Abbreviazione > Abbreviaz. - Visualizzazione > Visualizz. - Geografia > Geogr.

List of common abbreviations:

Expression	Acceptable abbreviation
articolo	art.
circa	ca.
confronta	cfr.
centimetro	cm
eccetera	ecc.
grammo	g
gigabyte	GB
gigahertz	GHz
ora	h
kilobit	Kb
kilobyte	KB
kilobit	Kbit
chilogrammo	kg
chilometro	km
metro	m
megabyte	MB
megabit	Mb
megabit	Mbit
megahertz	MHz
minute	min
millimetro	mm
numero	n.

Expression	Acceptable abbreviation
Nota	NB
pagina	p.
pagine	pp.
pica	pi
secondo	s
allegato	all.
appendice	app.
capitolo	cap.
paragrafo	par.
sezione	sez.

Abbreviations should be avoided whenever possible.

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).

As a general rule, since several acronyms don't have an official equivalent in Italian, localizers should refer to Microsoft Language Portal, and request explanation and approval whenever the meaning of an acronym is not clear or they are unsure whether it should be left in English, translated or omitted and replaced with the extending form. As a general rule, follow the scenarios described in the subsections below.

The gender and number of the acronym are determined by the gender and number of the translation for the governing noun of the extended form.

Example:

API (Application Programming Interface) is used in the feminine in Italian because the translation of "interface" ("interfaccia") is feminine.

To choose the appropriate article to use in front of an acronym, take into account the gender (as explained above) and the euphonic effect.

Example:

The API
L'API

For fluency reasons, and when the exact meaning of the governing noun of the acronym is known, you can use the translation of the defining noun of the acronym in front of it.

Example:

The API
L'interfaccia API

Localized acronyms

If an Italian for the acronym exists (which should imply that the extended form is translated as well), use the Italian acronym and add the full form in parenthesis for the first occurrence. Follow the source text to determine when the acronym, the full form or both should be repeated in the subsequent occurrences.

Example:

en-US source	Italian target
EU (European Union)	UE (Unione Europea)

Unlocalized acronyms

If an Italian equivalent of the English acronym does not exist, and the extended form is an untranslatable string, use the English acronym and add the full English form in parenthesis for the first occurrence. Follow the source text to determine when the acronym, the full form or both should be repeated in the subsequent occurrences.

Example:

en-US source	Italian target
API	API (Application Programming Interface)

If an Italian equivalent of the English acronym does not exist, but the extended form is translatable, use the English acronym and add both the English full form and the Italian full form separated by a comma in parenthesis.

Example:

en-US source	Italian target
ANSI	(American National Standards Institute, Istituto americano per gli standard nazionali)

For the subsequent occurrences, follow the source text to determine when the acronym, the full form or both should be repeated, but whenever the full form is required just use the Italian translation and not the English term.

3.1.3 Adjectives

In Italian, handle adjectives in the following manner.

Qualifying adjectives

The qualifying adjective is the most common type of adjective used in Italian. Its use substantially differs from English because it can occur before or after the noun it refers to. Depending on where the qualifying adjective is placed, the meaning can be slightly different. The rule of thumb is that the qualifying adjective follows the noun when it's used to distinguish the object among others.

en-US source	Italian target
This product includes innovative features.	Questo prodotto include funzionalità innovative.

In this case, the qualifying adjective implies that several features are available, but a few of them distinguish themselves because they are "innovative."

If the qualifying adjective occurs before the noun, it simply refers to a quality of the object without creating an effect of contrast with other possible qualities.

en-US source	Italian target
The innovative features of this product can help users to improve productivity.	Le innovative funzionalità di questo prodotto possono aiutare gli utenti ad aumentare la produttività.

Possessive adjectives

The frequent use of possessives is a feature of English language. However, in Italian, possessive adjectives should be usually omitted, except in special marketing-oriented texts or Web sites in which addressing the users in a direct and more colloquial style is a requirement. This choice should be agreed case by case with the Microsoft project team.

en-US source	Italian target
Publisher can't wrap your text around the image.	Non è possibile adattare il testo attorno all'immagine.

Indefinite adjectives: any

The translation of the adjective "any" into Italian may raise problems. Therefore, its meaning should be evaluated not only based on grammar rules, but also considering the context.

As a general rule, "any" may be used as follows:

1. To refer to one specific object in a group of objects sharing certain features, which is chosen for a reason: Example: Open any file that you want to edit = Aprire un [qualsiasi] file da [che si desidera] modificare
2. To refer to a whole set of objects in order to explain a common characteristic: Example: You can drag any items = È possibile trascinare qualsiasi elemento [i.e. all of the items can be dragged]
3. To indicate a choice among alternatives. Example: Perform any of the following steps = Effettuare uno o più dei passaggi seguenti
4. To refer to all of the objects of a group. Example: Select any files you want to delete = Selezionare [tutti] i file che si desidera eliminare
5. In negative sentences. Example: Can't find any user = Non è possibile trovare alcun utente = Non è possibile trovare utenti

3.1.4 Articles

General considerations

Special attention should be paid in using the determinative article in Italian when translating terms including English nouns in the plural. See the following example:

… a software problem, such as a problem with drivers or files, which is preventing the system from starting.

CORRECT: …un problema software relativo ad esempio a driver o file (i.e. the problem can be due to one or more than one driver or file)

NOT CORRECT: ...un problema software relativo ad esempio ai driver o ai file (i.e. the problem is due to all of drivers and files)

Unlocalized feature names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in Italian, even when such articles are used in English.

Examples:

en-US source	Italian target
To use this application, you will need to install the .NET Framework.	Per utilizzare questa applicazione, è necessario installare .NET Framework.
This document can be edited using Microsoft Word.	Questo documento può essere modificato con Microsoft Word.

Localized feature names

Translated feature names are used with articles when they refer to a physical object.

Examples:

en-US source	Italian target
Calculator	La Calcolatrice
Notepad	Il Blocco note

If the translated feature name refers to an abstract concept, the article should not be used.

Examples:

en-US source	Italian target
Windows Explorer	Esplora risorse
Remote Access	Accesso remoto

Translated wizard names are an exception because they require the article.

Examples:

en-US source	Italian target
Please run the Setup Wizard.	Eseguire l'Installazione guidata.
To create a template, please use the Template Wizard.	Per creare un modello, utilizzare la Creazione guidata modello.

Articles for English borrowed terms

When faced with an English loan word previously used in Microsoft products, consider these options:

- Motivation: Does the English word have any formally motivated features that would allow a straightforward integration into the noun class system of the Italian language?
- Analogy: Is there an equivalent Italian term whose article could be used?
- Frequency: Is the term used in other technical documentation? If so, what article is used most often?

The internet may be a helpful reference here.

Check the Microsoft Language Portal to confirm the user of a new loan word and its proper article to avoid inconsistencies.

For foreign words, the article that would occur before an Italian word beginning with the same sound should be used:

Example:

en-US source	Italian target
The joystick	Il joystick

The leading h is usually ignored in Italian as for the use of articles.

Example:

en-US source	Italian target
The host	L'host (i.e. the article that would be used before an Italian word beginning with 'o')

The letter w is considered a consonant as for the use of articles.

Examples:

en-US source	Italian target
The Web	Il Web
The swapping	Lo swapping

There are no specific rules to establish the gender of foreign words. They are often used in the masculine, but words recalling feminine Italian words usually agree in the feminine.

Example:

en-US source	Italian target
Password	La password (i.e. the word "password" recalls the Italian "parola")

These guidelines don't apply to all cases, therefore the choice should be often driven by how the word is commonly used by native speakers and in authoritative sources of reference.

3.1.5 Capitalization

In most cases, English conventions related to capitalization are not applicable to Italian. See the guidelines described below.

In titles and headings, only the first character of the first word should be upper-case.

Example:

en-US source	Italian target
Setting Up Printer's Options	Impostazione delle opzioni della stampante

Names of days, months, currencies, languages and nationalities begin with lower-case.

Examples:

en-US source	Italian target
Monday	lunedì
June	giugno
US Dollar	1 dollaro statunitense
The user speaks Italian	L'utente parla italiano
My mother is Polish	Mia madre è polacca

UI items begin with an upper-case character. In case of UI items made up of multiple words, only the first character of the first word is upper-case.

Examples:

en-US source	Italian target
The File menu	Il menu File
Edit Movie	Modifica filmato

In UI items made up of two alternative commands separated by a slash (/), both commands begin with an upper-case character.

Examples:

en-US source	Italian target
Import/Export Files	Importa/Esporta file
Show/Hide Grid	Mostra/Nascondi griglia

Names of keyboard keys should be written in all capital letters.

Examples:

en-US source	Italian target
Enter	INVIO
Shift Lock	BLOC MAIUSC

Legal documents, such as agreements, licenses, and statements, may include entire upper-case paragraphs and/or common nouns beginning with upper-case. These conventions in the source document may have legal implications and should be retained in target.

Examples:

en-US source	Italian target
YOU AGREE TO BE BOUND BY THE TERMS OF THIS EULA BY INSTALLING, COPYING, OR USING THE SOFTWARE. IF YOU DON'T AGREE, DON'T INSTALL, COPY, OR USE THE SOFTWARE; YOU MAY RETURN IT TO YOUR PLACE OF PURCHASE FOR A FULL REFUND, IF APPLICABLE.	INSTALLANDO, DUPLICANDO O ALTRIMENTI UTILIZZANDO IL SOFTWARE, L'UTENTE ACCETTA DI ESSERE VINCOLATO DALLE CONDIZIONI DEL PRESENTE CONTRATTO. QUALORA L'UTENTE NON ACCETTI LE CONDIZIONI DEL PRESENTE CONTRATTO, ALLORA NON POTRÀ INSTALLARE, DUPLICARE O UTILIZZARE IL SOFTWARE E DOVRÀ RESTITUIRLO PRONTAMENTE AL RIVENDITORE. IN TALE IPOTESI, QUALORA AL MOMENTO DELL'ACQUISTO IL RIVENDITORE ABBIA EMESSO FATTURA, L'UTENTE POTRÀ OTTENERE IL RIMBORSO DEL PREZZO.
1.1 Installation and use. You may: (a) install and use a copy of the Software on one personal computer or other device;	1.1 Installazione e Utilizzo. L'utente potrà: (a) installare e utilizzare una copia del Software su di un singolo computer o altro dispositivo;

3.1.6 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.

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.

Beginning a sentence with a conjunction is not common in Italian, especially in written language, but can be used for emphasis purpose. There are also some conjunctions which are considered more formal as opposed to others which sound more simple and familiar.

Italian old use of conjunctions	Italian new use of conjunctions
Windows 10 include queste nuove funzionalità e molto altro ancora.	Windows 10 include queste nuove funzionalità. E non è tutto.
affinché	per
allorquando	quando
benché	nonostante
ogniqualvolta	ogni volta che

3.1.8 Gender

Variable parts of speech in Italian are articles, nouns, pronouns, adjectives and verbs. Each noun in Italian has a gender and it can be masculine or feminine. The neuter gender does not exist in Italian. In general, all variable parts of speech should agree in gender (and number) with the noun they refer to. When one adjective, verb, and so on refers to multiple nouns with different genders, the masculine prevails against feminine.

Example:

en-US source	Italian target
New documents and dimensions	Nuovi documenti e dimensioni

Note the following exception:

A few words deriving by neuter Latin words require the agreement in the masculine even though their grammar gender appears feminine.

en-US source	Italian target
Something went wrong	Qualcosa è andato storto

Sometimes the meaning of a noun changes depending on its gender (and number). For information about this subject, see section Nouns below in this document.

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 Italian 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

Most nouns derive from Latin or Greek. In a few cases, they can be the Latinization of foreign words.

Example:

en-US source	Italian target
A beautiful home	Una bella casa

Inflection

Nouns can only inflect by gender and number. Gender is not determined by the meaning, except for proper nouns, which can't inflect by number.

Examples:

en-US source	Italian target
A beautiful home	Una bella casa
Francis	Francesco (masculine) Francesca (feminine)

Sometimes, the feminine gender of a noun in the plural denotes the literal meaning, and the masculine denotes a figurative meaning.

Examples:

Le braccia = the arms
I bracci = the inlets

In Italian, nouns can also be "altered" in order to express particular shades of meaning.

Examples:

Libro = book > Libretto = a small book > Libraccio = a bad book
Tavolo = table > tavolino = a small table

Alterations are usually reserved to informal and colloquial speech and should be absolutely avoided in documents and software. Use adjectives or paraphrase instead.

Example:

en-US source	Italian target
A big book	Un libro di grandi dimensioni Un grande libro (avoid using "un librone")

Plural formation

Gender	Singular	Plural
Masculine	-o	-i
Feminine	-a	-e
Masculine/Feminine	-e	-i
Masculine	-a	-i

The plural form of nouns ending with an accented vowel is equal to singular.

Examples:

en-US source	Italian target
The city	La città
The cities	Le città

The plural form of foreign words is equal to singular.

en-US source	Italian target
Files have been deleted.	I file sono stati eliminati.

Note that when the plural form is equal to singular, articles, adjectives, verbs and other modifiers agree in the plural denoting the actual number of the invariable noun.

Sometimes, the masculine plural acts as a count noun, while the feminine plural acts as a mass noun.

Example:

Due cervelli = two brains
Le cervella = the cerebral matter

3.1.11 Prepositions

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.

This aspect requires special attention. Even though in most cases the literal translation of the English preposition is appropriate in Italian, there are contexts in which a different preposition should be used.

US expression	Italian expression	Comment
Save on the disk	Salvare su disco	Literal translation of the preposition "on" is correct.
Select the Open command on the File menu	Scegliere il commando Apri dal menu File	In this case, the preposition "on" should be translated using preposition "da".

US expression	Italian expression	Comment
Click the button	Fare clic sul pulsante	English does not use a preposition after the verb "to click". On the contrary a preposition is required in Italian.
Insert the image into the document	Inserire l'immagine nel documento	Literal translation of the preposition "into" is correct.
He is from Milan	È di Milano	Preposition "from" used to denote where something/someone belongs to should be translated using the preposition "di."
Please review data from the database	Verificare i dati del database	
This query retrieves specific data from the database	Questa query recupera dati specifici dal/del database	In this case, both prepositions "del" and "dal" are acceptable in Italian because of the verb "recuperare" and the fact that "specific" data are involved.

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. This does not apply to Italian.

3.1.12 Pronouns

Besides the standard grammar rules to be followed in using pronouns, when translating software and/or documentation localizers should take into account the following remarks as far as style is concerned:

English, especially technical English, is far more redundant than Italian. When translating from English into Italian the degree of redundancy of the source text often needs to be reduced in target using pronouns, otherwise fluency may be affected. Be advised that this should not affect accuracy, therefore when translating very technical and complex strings, it's essential to ensure that users are able to associate pronouns to the noun they refer to uniquely.

Example:

en-US source	Italian target
To delete a file from your computer, select the file from the right pane and click Delete.	Per eliminare un file dal computer, selezionarlo nel riquadro a destra e fare clic su Elimina.

3.1.13 Punctuation

General punctuation rules in Italian may be substantially different from English.

Never insert blank spaces before punctuation. Always use a single blank space after punctuation.

Example:

US English	Italian target
This folder contains music files, video clips, and Word documents. Please select a file.	Questa cartella contiene file musicali, clip video e documenti di Word. Selezionare un file.

Comma

The use of commas in Italian is somehow subjective and may depend on personal taste and preferences. Anyway, a few general guidelines can be identified:

Never use a comma to separate the subject from the verb in a sentence.

Example:

US English	Italian target	Comment
The file has been removed	Il file è stato rimosso	Don't use "Il file, è stato rimosso"

Avoid using a comma before conjunctions 'e', 'o' and 'oppure' unless they introduce an aside.

Example:

US English	Italian target
Assign permissions to users, or groups	Assegna autorizzazioni a utenti o gruppi

Avoid using commas after locative adjuncts.

Example:

US English	Italian target
In the Find dialog, click Options	Nella finestra di dialogo Trova fare clic su Opzioni

Colon

Colons can be used to introduce a listing, a procedure, a note, and so on.

Terms following a colon sign on the same line should begin with lower-case. Depending on special requirements, this rule can be ignored in document titles and headings.

Examples:

US English	Italian target
NOTE: To open a file, please click Open	NOTA: per aprire un file, fare clic su Apri
Step 1: Creating a template	Passaggio 1: Creazione di un modello

When a term follows a colon sign but it's placed on another line, it should begin with upper-case.

Example:

US English	Italian target
NOTE: To open a file, please click Open	NOTA: Per aprire un file, fare clic su Apri

Don't overuse colons within sentences, but prefer commas or semicolon wherever possible:

Example:

US English	Italian target
Databases are made up of several objects: tables, queries, reports, and so on.	I database sono costituiti da diversi oggetti: tabelle, query, report e così via. I database sono costituiti da diversi oggetti, ad esempio tabelle, query, report e così via. (preferred)

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, to divide two concepts into a title or heading. The hyphen should not be used in Italian to enclose asides within a sentence (use commas instead) nor to introduce listing (use colon, commas or semicolon instead).

Examples:

US English	Italian target
Databases—Essential Concepts	Database - Concetti essenziali
This function is used for pre-processing.	Questa funzione viene utilizzata per la pre-elaborazione.
The current account—the account used by the current user to log in—belongs to the local Administrators group.	L'account corrente, ovvero quello utilizzato dall'utente corrente per l'accesso, appartiene al gruppo Administrators locale.

En dash

The en dash is used as a minus sign, usually with no spaces after.

Example:

US English	Italian target
The temperature is - 20°	La temperatura è di -20°

The en dash is also used in number ranges, such as those specifying page numbers.

Example:

US English	Italian target
Tab value out of range (0-1)	Valore di tabulazione fuori misura (0-1)

Em dash

The em dash should not be used in Italian, and it should be replaced with an hyphen.

Example:

US English	Italian target
Word Templates—Folder	Modelli di Word - Cartella

Ellipses (suspension points)

Ellipses can be used in software to indicate that an operation is in progress (adding the expression "in corso") or appended to a UI command to indicate that clicking that command the user will be presented further options to choose from. Ellipses in source software progress messages and options should be retained in target version, and removed in documentation or descriptions where a message or an option including ellipses is mentioned.

Examples:

US English	Italian target
Please wait. Removing files from your computer…	Attendere. Rimozione dei file dal computer in corso…
Save as…	Salva con nome…
If you want to save a copy of your file, please select Save as… from the File menu...	Se si desidera salvare una copia del file, scegliere Salva con nome dal menu File.

Period

Period is used to end a paragraph or a sentence in a paragraph, and for abbreviated words. When it's used in an abbreviation the last letter of the word before the period should be a consonant and the first letter of the subsequent word should be lower-case.

Example:

US English	Italian target
E-mail Settings	Impostaz. e-mail

Quotation marks

Quotation marks are used when quoting sentences from other sources exactly or to surround titles of documents and publications. They should not be used to stress

a word or phrase. In this case, using Italics is preferable. Single quotes should be avoided. Anyway, because of the technical implications of using single and double quotes in software and in documents based on markup and programming languages, following the English source is acceptable.

Punctuation should always be placed outside quotes.

Examples:

US English	Italian target
Microsoft Word gives you the best word processing features available, plus the mouse support and "shortcuts" that get you to those features quickly and easily.	Microsoft Word offre le più sofisticate ed avanzate caratteristiche di elaborazione testi. Il mouse e i tasti di scelta rapida consentono di eseguire ogni operazione in modo semplice e veloce.
Microsoft Word offre le più sofisticate ed avanzate caratteristiche di elaborazione testi. Il mouse e i tasti di scelta rapida consentono di eseguire ogni operazione in modo semplice e veloce.	Per informazioni dettagliate, vedere "Creazione di un modello".

Parentheses

In English and Italian, there is no space between the parentheses and the text inside them. The use of parentheses should be limited in Italian to the cases where they are absolutely required, and especially avoided to enclose asides in a sentence.

Example:

US English	Italian target
The current file (owned by the administrator) can't be moved.	Il file corrente, di proprietà dell'amministratore, non può essere spostato.

Never use parentheses to enclose a standalone sentence after a period.

Example:

US English	Italian target	Comment
You can open several file formats. (The application supports more than 100 file extensions)	È possibile aprire diversi formati di file (l'applicazione supporta più di 100 estensioni di file)	Don't use "È possibile aprire diversi formati di file. (L'applicazione supporta più di 100 estensioni di file)"

	OR È possibile aprire diversi formati di file. L'applicazione supporta più di 100 estensioni di file.	

Punctuation should always be placed outside parentheses.

3.1.14 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.

Italian communication allows the use of sentence fragments especially on newspapers or in newscast (for example, "Buono anche l'andamento delle vendite").

In this context it's preferable to avoid using sentence fragments even if, on rare occasions, you may want to improve emphasis or readability using fragments instead of full sentences. In this case, make sure that the fragment fits into the context and no relevant information gets lost.

Italian long form	Italian sentence fragment
È inoltre possibile creare più account. A tale scopo, eseguire i passaggi seguenti.	Puoi anche creare più account. Ecco come.
Di seguito sono disponibili alcuni dettagli.	Di seguito, alcuni dettagli.
Di seguito sono disponibili alcuni esempi.	Di seguito, alcuni esempi.

3.1.15 Subjunctive

There are no special guidelines related to style in localization regarding the subjunctive. Standard grammar rules apply. Note that in oral, informal speech, the subjunctive tends to be replaced with the indicative, but this is still a grammar error, which should be absolutely avoided in written language.

Example:

US English	Italian target	Comment
I would be happy if you came to my party.	Sarei contento se venissi alla mia festa.	Don't use "Sarei contento se vieni alla mia festa"

3.1.16 Symbols & nonbreaking spaces

Blank spaces are not allowed between symbols, such as copyright or trademark symbols, and the noun they refer to.

Example:

US English	Italian target	Comment
Microsoft® is a registered trademark of Microsoft Corporation	Microsoft® è un marchio registrato di Microsoft Corporation	Don't use "Microsoft ® è un marchio registrato di Microsoft Corporation"

Nonbreaking spaces are used to avoid that strings which should appear on a single line wrap to a second line. In Italian, this requirement is less important than in English, anyway it's advisable to follow the source text as far as the use of nonbreaking spaces is concerned.

3.1.17 Verbs

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

The Italian Microsoft voice uses verbs and tense in the same way as in the source string. Use different tenses only to avoid ungrammatical or illogical results.

Messages including forms such as "to be –ing" or "to be about to do something" meaning a warning to the user, can be translated with the active form.

Italian classic use of verb tense	Italian modern use of verb tense
Il documento verrà rimosso. Continuare?	Stai per rimuovere il documento. Vuoi continuare?

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 Italian, using idiomatic syntax and terminology, while at the same time maintaining a high level of terminological consistency, so as to guarantee the maximum user experience and usability for our customers.

4.1 Accessibility

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

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

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

4.2 Applications, products, and features

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

Version numbers

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

US English	Italian target
Internet Explorer 11.0	Internet Explorer 11.0

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

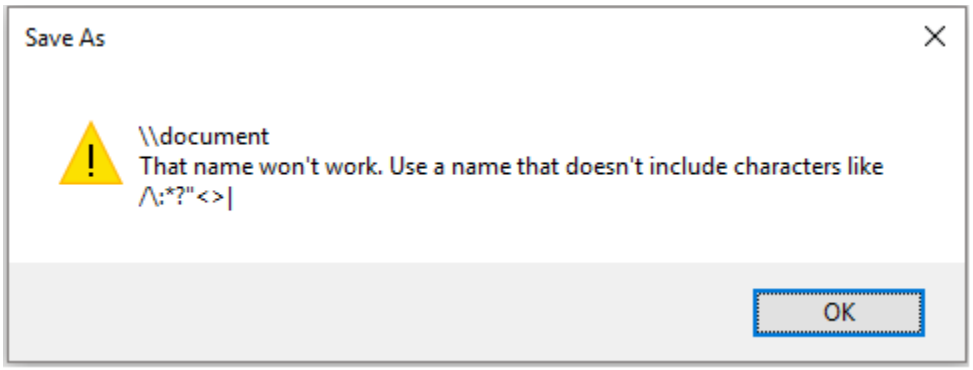
Some issues are easy to verify and resolve. The localizer should have the most current information available. Maps and other graphical representations of countries/regions should be checked for accuracy and existing political restrictions. Country/region, city, and language names change on a regular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

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 Italian translation
Oops, that can't be blank...	Il campo non può essere vuoto...
Not enough memory to process this command.	Memoria insufficiente per elaborare il comando.

Italian 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.

In English error messages, names of products, features and devices are often used as the subject of the sentence. In Italian, this kind of personalization should be avoided. Therefore, if the product the message refers to is obvious and implied based on context, it can be omitted. On the contrary, in complex products such as operating systems where more components run simultaneously and could be the cause of an error, use the following pattern:

[ProductName]: [message translated in the impersonal form]

Examples:

English	Translation
Word can’t open this document	Non è possibile aprire il documento
Data Protection Manager could not copy the files to the selected location	Data Protection Manager: non è possibile copiare i file nel percorso selezionato

Sometimes, however personalization can’t be avoided, otherwise important information would be lost.

Examples:

English	Translation
The driver can't recognize the specified command	Il driver non riconosce il comando specificato
RASMXS.DLL can't load RASSER.DLL	RASMXS.DLL non riesce a caricare RASSER.DLL

Sometimes, you can also use the simple present of the governing verb omitting the verb "potere" (can).

Example:

English	Translation
The device you're trying to record from can't recognize the current file format.	Il dispositivo da cui stai tentando di registrare non riconosce il formato di file corrente.

Whenever possible, the verb "to be" is omitted in error messages.

Examples:

English	Translation
The function is not supported	Funzione non supportata
An error number was specified that's not defined in the system	Numero di errore specificato non definito nel sistema
An invalid parameter was passed to a system function	Parametro non valido passato a una funzione di sistema

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 ...	Non è possibile	Files can't be saved Non è possibile salvare i file	The translation "impossibile" should be avoided in Italian Microsoft voice

Failed to … Failure of …	Non è possibile	Failed to save the files Non è possibile salvare i file	The translation "impossibile" should be avoided in Italian Microsoft voice
Can't find … Could not find … Unable to find … Unable to locate …	Non è possibile trovare	Can't find the requested document Non è possibile trovare il documento richiesto	
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Memoria insufficiente Memoria non sufficiente	Not enough memory to load the program Memoria insufficiente per caricare il programma	
… is not available … is unavailable	non disponibile	Document is not available Documento non disponibile	

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."

The most important aspect to take into account when translating sentences containing placeholders is the agreement of gender and number between the items that will

replace the placeholder and the surrounding words. Sometimes, translation must be kept very generic in order to limit risks of grammar errors, especially when placeholders are used for nouns that have different genders and numbers.

Examples:

English	Translation
%s is non granted access	Accesso non consentito a %s
%s can't be used	Non è possibile utilizzare %s
%s has not been installed due to an internal error	Installazione di %s non riuscita a causa di un errore interno

4.5.2 Keys

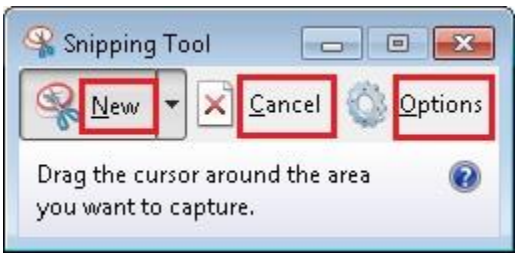
In English, references to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps).

English key name	Italian key name
Alt	ALT
Backspace	BACKSPACE
Break	BREAK
Caps Lock	BLOC MAIUSC
Ctrl	CTRL
Delete	CANC
Down Arrow	FRECCIA GIÙ
End	FINE
Enter	INVIO
Esc	ESC
Home	HOME
Insert	INSERT

English key name	Italian key name
Left Arrow	FRECCIA SINISTRA
Num Lock	BLOC NUM
Page Down	PGGIÙ
Page Up	PGSU
Pause	PAUSA
Right Arrow	FRECCIA DESTRA
Scroll Lock	BLOC SCORR
Shift	MAIUSC
Spacebar	BARRA SPAZIATRICE
Tab	TAB
Up Arrow	FRECCIA SU
Windows key	TASTO WINDOWS
print screen	STAMP
menu key	TASTO DI MENU

4.5.3 Keyboard shortcuts

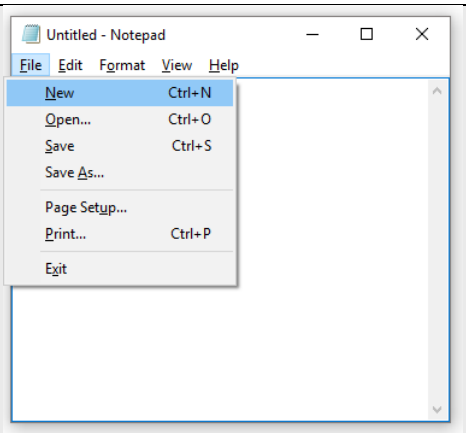
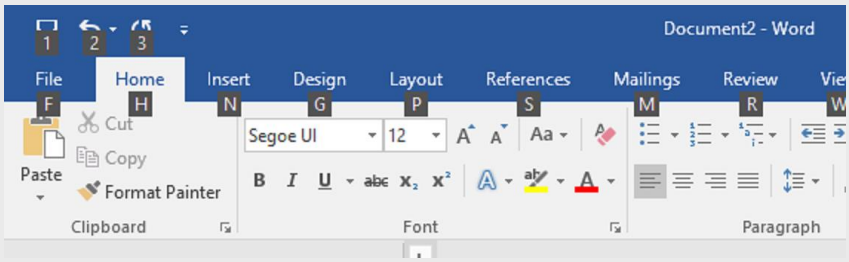
Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to keyboard shortcuts, which help the user to perform tasks more quickly.



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

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	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. Example: F in Alt+F Example in UI localization: H&ome

	 In keyboard shortcuts, most access keys are used with the Alt key.
key tip	The letter or number that appears in the ribbon when the Alt key is pressed. In UI localization, the key tip is the last character present in the strings after the "`" character. Example: In UI localization Home`H 
shortcut key	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. Example: Ctrl+N, Ctrl+V In keyboard shortcuts, most shortcut keys are used with the Ctrl key. Ctrl+letter combinations and function keys (F1 through F12) are usually the best choices for shortcut keys.

Additional notes:

When choosing keyboard shortcuts, it's important to choose the most significant letters, generally the first character, for the most important commands in a specific context, for example, File, Nuovo, and using the remaining letters for the remaining items, possibly using characters as close to the beginning of a word as possible.

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.

When translating arrow keys names, the word denoting the arrow's direction should be capitalized and follow the word "freccia."

Examples:

English key name	Italian key name
Up Arrow	freccia SU
Down Arrow	freccia GIÙ
Right Arrow	freccia DESTRA
Left Arrow	freccia SINISTRA

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	Italian command	Italian shortcut key
General Windows shortcut keys			
Help window	F1	Finestra della Guida	F1

US command	US English shortcut key	Italian command	Italian shortcut key
Context-sensitive Help	Shift+F1	Guida sensibile al contesto	MAIUSC+F1
Display pop-up menu	Shift+F10	Visualizza menu a comparsa	MAIUSC+F10
Cancel	Esc	Annulla	ESC
Activate\Deactivate menu bar mode	F10	Attiva/Disattiva modalità barra dei menu	F10
Switch to the next primary application	Alt+Tab	Passa alla successive applicazione principale	ALT+TAB
Display next window	Alt+Esc	Visualizza finestra successiva	ALT+ESC
Display pop-up menu for the window	Alt+Spacebar	Visualizza menu a comparsa della finestra	ALT+BARRA SPAZIATRICE
Display pop-up menu for the active child window	Alt+-	Visualizza menu a comparsa per la finestra figlio attiva	ALT+-
Display property sheet for current selection	Alt+Enter	Visualizza la finestra delle proprietà dell'elemento selezionato	ALT+INVIO
Close active application window	Alt+F4	Chiudi la finestra dell'applicazione attiva	ALT+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Passa alla finestra successiva nell'applicazione (compatibile non modale)	ALT+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Acquisisci l'immagine della finestra attiva negli Appunti	ALT+STAMP
Capture desktop image to the Clipboard	Prnt Scrn	Acquisici l'immagine del desktop negli Appunti	STAMP

US command	US English shortcut key	Italian command	Italian shortcut key
Access Start button in taskbar	Ctrl+Esc	Accedi al pulsante Start sulla barra delle applicazioni	CTRL+ESC
Display next child window	Ctrl+F6	Visualizza la successiva finestra figlio	CTRL+F6
Display next tabbed pane	Ctrl+Tab	Visualizza il successivo riquadro a schede	CTRL+TAB
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Avvia Gestione attività e l'inizializzazione del sistema	CTRL+MAIUSC+ESC
File menu			
File New	Ctrl+N	Nuovo	CTRL+N
File Open	Ctrl+O	Apri	CTRL+F12
File Close	Ctrl+F4	Chiudi	CTRL+F4
File Save	Ctrl+S	Salva	CTRL+S
File Save as	F12	Salva con nome	F12
File Print Preview	Ctrl+F2	Anteprima di stampa	CTRL+F2
File Print	Ctrl+P	Stampa	CTRL+P
File Exit	Alt+F4	Esci	ALT+F4
Edit menu			
Edit Undo	Ctrl+Z	Annulla	CTRL+Z
Edit Repeat	Ctrl+Y	Ripeti	CTRL+Y
Edit Cut	Ctrl+X	Taglia	CTRL+X
Edit Copy	Ctrl+C	Copia	CTRL+C

US command	US English shortcut key	Italian command	Italian shortcut key
Edit Paste	Ctrl+V	Incolla	CTRL+V
Edit Delete	Ctrl+Backspace	Elimina	CTRL+BACKSPACE
Edit Select All	Ctrl+A	Seleziona tutto	CTRL+A (in Office System 2007-2010 CTRL+5 (Tn))
Edit Find	Ctrl+F	Trova	CTRL+T
Edit Replace	Ctrl+H	Sostituisci	CTRL+H
Edit Go To	Ctrl+G	Vai a	CTRL+B
Help menu			
Help	F1	?	F1
Font format			
Italic	Ctrl+I	Corsivo	CTRL+I
Bold	Ctrl+B	Grassetto	CTRL+G
Underlined\Word underline	Ctrl+U	Sottolineato	CTRL+S
Large caps	Ctrl+Shift+A	Maiuscole	CTRL+MAIUSC+A
Small caps	Ctrl+Shift+K	Maiuscoletto	CTRL+MAIUSC+K
Paragraph format			
Centered	Ctrl+E	Allineato al centro	CTRL+A
Left aligned	Ctrl+L	Allineato a sinistra	CTRL+T
Right aligned	Ctrl+R	Allineato a destra	CTRL+R
Justified	Ctrl+J	Giustificato	CTRL+F

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 Italian phonetic system if the original pronunciation sounds very awkward in Italian.

Example	Phonetics	Comment
SecurID	[sɪ'kjuər aɪ di:]	
.NET	[dot net]	
Skype	[skaip]	It's read as in English but of course with a more Italian pronunciation

Acronyms and abbreviations

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

Example	Italian pronunciation
RADIUS	RADIUS
RAS	RAS
ISA	ISA
LAN	LAN
WAN	WAN
WAP	WAP
MAPI	MAPI
POP	POP
URL	URL

Other abbreviations are pronounced letter by letter.

Example	Italian pronunciation
ICMP	I-CI-EMME-PI
IP	I-PI
TCP/IP	TI-CI-PI/I-PI
XML	ICS-EMME-ELLE
HTML	ACCA-TI-EMME-ELLE
OWA	O-DOPPIA VU-A
SQL	ESSE-Q-ELLE

URLS

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

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

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

Example	Italian pronunciation
http://www.microsoft.com	VU-VU-VU PUNTO MICROSOFT PUNTO COM

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 / \ ˇ < > + - using the Italian approved translations.

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