

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

The style guide covers guidelines and recommendations for translating the Microsoft voice into Belarusian 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. Тлумачальны слоўнік беларускай літаратурнай мовы. Мінск, 1999.
2. Беларускі арфаграфічны слоўнік. Мінск, 2010.
3. Слоўнік беларускай мовы. Мінск, 2012.
4. Граматычны слоўнік дзеяслова. 2013.
5. Граматычны слоўнік прыметніка, займенніка, лічэбніка, прыслоўя. 2013.
6. Закон Рэспублікі Беларусь "Аб Правілах беларускай арфаграфіі і пунктуацыі" ад 24 чэрвеня 2008 года.

Microsoft User interface reference

A helpful reference is the Windows User Experience Interaction Guidelines, available for download at <http://msdn.microsoft.com/en-us/library/windows/desktop/aa511258.aspx>.

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

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

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

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

2.1.1 Word choice

Terminology

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

Short word forms and everyday words

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

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

en-US word	en-US word usage
App	Use <i>app</i> instead of <i>application</i> or <i>program</i> .
Pick, choose	Use <i>pick</i> in more fun, less formal or lightweight situations ("pick a color," not "choose a color") and <i>choose</i> for more formal situations (don't use <i>select</i> unless necessary for the UI).

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

If the Belarusian Microsoft voice can be conveyed through similar means by using shortened words or short words used by people in daily conversations, then the guideline in this section is relevant. Adhere to approved terminology; don't use different target terms for already established and approved terms.

en-US source term	Belarusian word	Belarusian word usage
PC	ПК	Use it instead of <i>персанальны камп'ютар</i> , as this is a common abbreviation known to users, plus it makes sense to us it to save space and create a more concise expression.
operating system	AC	Use it instead of <i>операцыйная сістэма</i> , as this is a common abbreviation known to users, plus it makes sense to us it to save space and create a more concise expression.
CD drive	CD-прывад	<i>CD-прывад</i> is okay to use instead of <i>прывад CD-дыска</i> because <i>CD</i> is often used instead of <i>CD-дыск</i> .
email	пошта	Use <i>пошта</i> instead of <i>электронная пошта</i> as it's clear that email is referred to.
email message	паведамленне, ліст	Use <i>паведамленне</i> or <i>ліст</i> instead of <i>паведамленне электроннай пошты</i> , as it's clear that an email message is referred to.

2.1.2 Words and phrases to avoid

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

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

Refer to	<i>See</i>
Resolve	<i>Fix</i>
Subsequent	<i>Next</i>
Suitable	<i>Works well</i>
Terminate	<i>End</i>
Toggle	<i>Switch</i>
Utilize	<i>Use</i>

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

en-US source	Belarusian word/phrase to avoid	Preferred Belarusian word/phrase
at the moment	у гэты момант	цяпер
print	вывесці на друк	раздрукаваць
set up	задаць канфігурацыю	наладзіць
identify	ідэнтыфікаваць	вызначыць
be	з'яўляцца	быць (as a linking verb, it's usually omitted in present tense)
following	ніжэйпералічаныя	наступныя
try	выканаць спробу	паспрабаваць
exist	існаваць	быць (usually in form ёсць in present tense)

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	Belarusian target	Explanation
The password isn't correct, so please try again. Passwords are case-sensitive.	Пароль няправільны. Паўтарыце спробу. Улічвайце рэгістр.	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.	Ключ прадукту не падыхоў. Праверце яго і паўтарыце спробу.	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	Усё гатова.	Casual and short message to inform user that setup has completed, ready to start using the system.
Would you like to continue?	Жадаеце працягнуць?	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.	Назавіце свой камп'ютар, як пажадаеце. Калі вы хочаце змяніць колер фону, адключыце высокую кантраснасць у «Наладах ПК».	Address the user directly using the second person pronoun to take the necessary action.

2.2.2 Promote a feature

US English	Belarusian 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.	Малюначны пароль — гэта новы спосаб аховы камп'ютараў з сэнсарнымі экранамі. Каб стварыць свой унікальны пароль, вы выбіраеце выяву і прыдумваеце, якія жэсты выкарыстоўваць.	Promoting a specific feature with the use of em-dash to emphasize the specific requirements to enable the feature which in this situation is picture password.

Let apps give you personalized content based on your PC's location, name, account picture, and other domain info.	Дазвольце праграмам прапаноўваць вам персаналізаванае змесціва, зыходзячы са звестак пра ваша месцазнаходжанне, імя, аватар уліковага запісу і дамен.	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.
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2.2.3 Provide how-to guidelines

US English	Belarusian target	Explanation
To go back and save your work, click Cancel and finish what you need to.	Каб вярнуцца і захаваць свае дадзеныя, націсніце кнопку «Скасаваць».	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.	Каб пацвердзіць малюначны пароль, прагледзьце яго яшчэ раз і паўтарыце жэсты, паказаныя на выяве.	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	Belarusian 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.	Абнаўленні ўсталяваны, але трэба перазапусціць праграму наладкі Windows 10, каб яны пачалі працаваць. Пасля перазапуску мы працягнем з таго месца, на якім прыпыніліся.	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.	Калі вы перазапусціце камп'ютар, то вы і іншыя людзі, што яго выкарыстоўваюць, могуць страціць незахаваныя дадзеныя.	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	Гэты дакумент будзе аўтаматычна перамешчаны ў патрэбную бібліятэку або	Voice talks to the user informatively and directly on the action that

you correct invalid or missing properties.	папку, як толькі вы выправіце недапушчальныя або адсутныя ўласцівасці.	will be taken.
Something bad happened! Unable to locate downloaded files to create your bootable USB flash drive.	У нас праблема! Не ўдалося знайсці спампаваныя файлы, каб стварыць загрузачны USB-дыск флэш-памяці.	Without complexity and using short sentences inform the user what has happened.

3 Language-specific standards

Information about Belarusian-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:

List of common abbreviations:

Expression	Acceptable abbreviation
старонка	(+) с.
малюнак	(+) мал.
глядзіце	(+) гл.
і гэтак далей	(+) і г. д.
і падобнае	(+) і пад.

гадзіна	(+) гадз
хвіліна	(+) хв
секунда	(+) с
год	(+) г.
гады	(+) гг.
месяц	(+) мес.
тыдзень	(+) тыд
дзень	(+) дз.
кілабайт	(+) КБ
мегабайт	(+) МБ
гігабайт	(+) ГБ
тэрабайт	(+) ТБ
кілабіт	(+) кбіт
суткі	(+) сут

Abbreviations of some measurement units

Unit	Abbreviation
кіламетр	км
метр	м
дэцыметр	дм
сантыметр	см
міліметр	мм
гекталітр	гл
літр	л

дэцылітр	дл
сantlyлітр	сл
мілілітр	мл
тона	т
кілаграм	кг
грам	г
дэцыграм	дг
сantlyграм	сг
міліграм	мг
фут	фт.

Note: Belarusian "дзень" may have forms "дзень," "дзён" and "дні" for which a single yet correct abbreviation can't be found in case of using with variables. So, it's recommended to use "суткі" instead which can be abbreviated to "сут" to suit the forms "суткі" and "сутак."

Don't abbreviate such words as *напрыклад*, *таму што*. Consider using *бо* as a short alternative to *таму што*. Moreover, don't abbreviate other words arbitrarily; use only the commonly accepted abbreviations listed above.

3.1.2 Acronyms

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

Localized acronyms

English acronyms with a well-known Belarusian translation should be translated. All acronyms translation should be approved and checked on [Microsoft Language Portal](#). No ending is added to the acronyms.

Here are examples of some established Belarusian abbreviations (they can be used without full forms):

English	Belarusian	Full translation
OS	(+) АС	операцыйная сістэма
PC	(+) ПК	персанальны камп'ютар
VAT	(+) ПДВ	падатак на дададзеную вартасць

Don't use the abbreviation ПК for PC unless there are space restrictions; use камп'ютар instead.

Unlocalized acronyms

Acronyms that don't have an established translation will be used as they are in English. The following general rules apply:

- No ending is added to the acronyms.

The gender of the acronym is determined by the main word in the full translation. When using in text normally use a descriptor word (usually the main word from the translation) to provide for the declination, or otherwise use neutral constructions. Descriptors can be omitted if there are length restrictions (for example in UI) or if the translated text sounds awkward. The descriptor should not be omitted if it's impossible to determine the grammatical form of the acronym (for example, its case) without it.

Example:

en-US source	Belarusian target
RAM	RAM

Post- and preposition in complex words with English acronyms

See the following table when translating word combinations that include English acronyms. Translation of such complex words (the position of the acronym before or after the noun, and the presence of a dash) depends on the noun.

Noun	Rule	Example
адрас	with a dash, after the acronym	(+) IP-адрас (+) IPv4-адрас

запіс	with a dash, after the acronym	(+) WINS-запіс
запыт	with a dash, after the acronym	(+) DHCP-запыт
зона	without a dash, before the acronym	(+) зона DNS
імя	with a dash, after the acronym	(+) DNS-імя, NetBIOS-імя
кліент (except when used with product names)	with a dash, after the acronym	(+) RAS-кліент, COM-кліент Exception: кліент COM+
кліент (when used with product names)	without a dash, before the acronym	(+) кліент UNIX
маршрут	with a dash, after the acronym	(+) OSPF-маршрут
маршрутызацыя	with a dash, after the acronym	(+) IP-маршрутызацыя
мадэль	without a dash, before the acronym	(+) мадэль COM
пакет	with a dash, after the acronym	(+) IP-пакет, UDP-пакет
працікол	without a dash, before the acronym	(+) працікол IP, працікол DHCP
рэплікацыя	without a dash, before the acronym	(+) WINS-рэплікацыя, DNS-рэплікацыя
сервер (except when used with product names)	with a dash, after the acronym	(+) DHCP-сервер, RAS-сервер, OLE-сервер
сервер (when used with product names)	without a dash, before the acronym	(+) сервер UNIX, сервер Windows
сэрвіс	without a dash, before the acronym	(+) сэрвіс RAS, сэрвіс SNMP
том	without a dash, before the acronym	(+) том NTFS
файл	with a dash, after the acronym	(+) DOC-файл, OSDX-файл

3.1.3 Capitalization

In Belarusian, capitalization is used very sparingly therefore capitalize only when you have to.

What to capitalize?

Names of user interface elements (commands, menus, dialog box titles), program names, etc. Only the first word is capitalized, for example, **Вышыня і шырыня ячэйкі**

When referred to, names of UI elements should always have bold or italic formatting or, if that's not possible, enclosed in quotes with an appropriate preceding descriptor.

Don't capitalize

Names of week days, months, nationalities, languages, etc. are not capitalized. For example, аўторак, чэрвень, іспанцы, польская мова.

Note: Capitalization of source term doesn't necessarily mean that this term has to be capitalized in Belarusian.

Here are some frequently occurring cases when you will not capitalize in Belarusian:

Rule	Example
Term "web" is not capitalized	(+) выкарыстоўвайце вэб-старонку
Names of modes, wizards, etc. are not capitalized when referred to descriptively	(+) выхад з рэжыму канструктара
Contrary to English names of days, months, languages, nationalities, also adjectives derived from country names are not capitalized	(+) аўторак, май, палякі, нямецкая мова, японскі камп'ютар
In names consisting of several word only the first one is capitalized	(+) Дыспетчар кантактаў (-) Дыспетчар Кантактаў
Word "chapter" (and other structure units) is not capitalized	(+) Дадатковыя звесткі гл. у раздзеле 25.
The word "Internet" in compound words is not capitalized, it's capitalized when it's an independent word	(+) інтэрнэт-суполка, інтэрнэт-крама

Note: The word **вэб** can only be used in compound words. In simple words substitute it with **Інтэрнэт**:

(+) Пошук у Інтэрнэце

(-) Пошук у Вэбе

Note that for Belarusian "all caps" or "no caps" style used in English is inappropriate. When translating UI items in all caps (such as "LOGIN") or not caps (such as "please enter your id") use regular capitalization.

In Belarusian, we never use title-style capitalization (initial caps).

3.1.4 Conjunctions

In Belarusian, Microsoft voice can be conveyed by avoiding formal conjunctions:

en-US source text	Belarusian old use of conjunctions	Belarusian new use of conjunctions
The installation failed because a function driver was not specified for this device instance.	з той прычыны, што Адбылася памылка ўсталявання з той прычыны, што не ўказаны драйвер функцыі для гэтай прылады.	бо Усталяванне не выканана, бо не ўказаны драйвер функцыі для гэтай прылады.
The file replication service cannot satisfy the request because the user has insufficient privileges.	паколькі Сэрвіс капіявання файлаў не можа задаволіць запыт, паколькі ў карыстальніка недадаткова правоў.	таму што Сэрвіс капіявання файлаў не можа выканаць запыт, таму што ў вас недадаткова правоў.
This DSA was unable to bind to the following domain in order to create/register/verify the service principal names.	з мэтай DSA не змагло выканаць прывязку да дамена з мэтай стварэння, рэгістрацыі або праверкі імёнаў суб'ектаў.	каб DSA не змагло выканаць прывязку да дамена, каб ствараць, рэгістраваць або правяраць імёны суб'ектаў.
The device is not currently connected but it's a remembered connection.	аднак Прылада ў гэты момант не падлучаная, аднак звесткі пра яе ў канфігурацыі прысутнічаюць.	але Прылада цяпер не падлучаная, але звесткі пра яе ў канфігурацыі прысутнічаюць.

3.1.5 Gender

Avoid using masculine or feminine gender when referring to the user. Use neutral structures and select verbs which don't discriminate any of the sexes.

English example	Belarusian example
I accept the terms of the license agreement	(-) Я згодны з умовамі ліцэнзійнага пагаднення. (+) Я прымаю ўмовы ліцэнзійнага пагаднення.

3.1.6 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 a Belarusian 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.

3.1.7 Nouns

Grammatical animation of program components

All program components and applications such as wizards, agents, clients, browsers, etc. should be treated as unanimated nouns in all Belarusian Microsoft materials.

Examples:

выкарыстоўваць (што?) майстар not выкарыстоўваць (каго?) майстра
усталяваць (што?) кліент not усталяваць (каго?) кліента

Sequences of nouns in genitive case

Avoid using three or more nouns in genitive case in a row:

(+) Каб паскорыць актывацыю праграмнага забеспячэння, патэлефануйце ў службу падтрымкі.

(-) Для паскарэння актывацыі праграмнага забеспячэння патэлефануйце ў службу падтрымкі.

3.1.8 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.

English example	Belarusian expression	Comment
service request	(+) запыт на абслугоўванне (-) запыт абслугоўвання	The literal translation without the preposition "запыт абслугоўвання" sounds awkward and is not correct

3.1.9 Pronouns

Capitalization of pronouns "ваш," "вашага," etc.

Pronouns "ваш," "вашага" usually are not capitalized. For example, they should not be capitalized in documentation, software or materials, addressed to users in general. They are capitalized in private and business letters addressed to specific people.

Avoiding forms "ваш," "вашага," etc.

In English "you/your" is used more often than in Belarusian. Try to avoid forms "вы," "ваш," "вашага," "вам," etc. whenever possible. Instead use neutral structures and passive voice.

English example	Belarusian example
Use your mouse to draw circles on the page.	(+) Для малявання кругоў на старонцы выкарыстоўвайце мыш.

	(-) Для малявання кругоў на старонцы выкарыстоўвайце вашу мыш.
You must first select a name in the To or Cc box.	(+) Спачатку выберыце імя ў полі «Каму» альбо «Копія». (-) Вы мусіце спачатку выбраць імя ў полі «Каму» альбо «Копія».
You can't select any names now.	(+) Не атрымліваецца выбраць імёны. (-) Вы не можаце выбраць імя.
The settings you changed will not take effect until you restart Microsoft NetMeeting.	(+) Змененыя налады ўступяць у сілу толькі пасля перазапуску Microsoft NetMeeting. (-) Налады, змененыя вамі, уступяць у сілу толькі пасля таго, як вы перазапусціце Microsoft NetMeeting.
Would you like to add %s to your SpeedDial list?	(+) Дадаць %s у спіс хуткага набору? (-) Вы хочаце дадаць %s у спіс хуткага набору?

When "you/your" is necessary to indicate the direction then you should use it in the translation:

English example	Belarusian example
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?	(+) Вы далучаецеся да новага сходу. Усе актуальныя паведамленні будуць страчаныя. Захаваць актуальныя паведамленні?

3.1.10 Punctuation

Punctuation must fully comply with the Belarusian grammar. Don't copy the punctuation of the source—in most cases this will result in a grammatical error.

Avoid long and clumsy sentences and don't use literal translation. Always use short and intelligible wording that clearly conveys the meaning of the source.

Commas with напрыклад

The word напрыклад should be used with commas before and after it:

- (+) Напрыклад, гэта можа адбыцца, калі ячэйка ўжо выдалена з ліста.
- (+) Сціск не атрымліваецца выканаць, напрыклад, пры перасылцы сціснутых файлаў.

If напрыклад is used at the beginning or at the end of an unattached clause (адасоблены зварот), it's not separated with a comma:

- (+) Задайце дапушчальныя адзінкі, напрыклад цалі альбо сантыметры.

If напрыклад is used within a parenthetical construction (устаўная канструкцыя з дужкамі), commas are used as usual:

- (+) Некаторыя элементы (напрыклад, спісы рассылкі) не атрымліваецца экспартаваць у vCard.

Commas with па змаўчанні

The phrase па змаўчанні should not be used with commas.

Examples:

- (+) Па змаўчанні значэнне лічыцца роўным REG_SZ.
- (-) Па змаўчанні, значэнне лічыцца роўным REG_SZ.

Commas with дзякуючы

There should be no comma after a phrase with дзякуючы at the beginning of a sentence.

Examples:

- (+) Дзякуючы такой архітэктурцы сеткі ўстойлівыя да атак звонку.
- (-) Дзякуючы такой архітэктурцы, сеткі ўстойлівыя да атак звонку.

Colon

A colon after alerting words like "Attention", "Warning", "Caution" should be replaced with an exclamation mark.

English example	Belarusian example
Warning:	(+) Увага! (-) Увага:

Remember that regular text may not be capitalized after a colon in Belarusian. Such capitalization is considered to be a language error. It does not apply to lists and direct speech. If a colon is followed by a new paragraph, it can start with a capital letter.

Dashes and hyphens

Three different dash characters are used in English and in Belarusian:

Hyphen

The hyphen is used to divide words between syllables and to link parts of a compound word. In Belarusian a hyphen has no spaces before or after and should not be used instead of a dash.

Example:

(+) інтэрнэт-крама

En dash

The en dash is used as a minus sign, usually with spaces before and after. Space is omitted only when the minus is used to show that the number is negative.

Example:

(+) $1 - 2 = -1$

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

Example:

(+) Гл. с. 10–20.

Em dash

The em dash should be used for dashes wherever technically possible. It separates words in a sentence and has a grammatical function. Dashes should not be substituted with hyphens.

Notes and examples formatting

Single in-text notes/examples are introduced by "Заўвага", "Прыклад" followed by a full stop. The full stop should have the same formatting as the preceding word.

English example	Belarusian example
Note: For more information, see Chapter 1.	(+) Заўвага. Дадатковыя звесткі гл. ў раздзеле 1.

Slash

Avoid using slashes whenever possible. For example, in many cases you can substitutive with conjunctions альбо or і:

English example	Belarusian example
You will need an installation disk to reinstall or modify the program.	(+) Для пераўсталявання альбо змены праграмы патрабуетца ўсталёвачны дыск. (-) Для пераўсталявання/змены праграмы патрабуетца ўсталёвачны дыск.

Slashes can be used when there are length restrictions (for example, in UI).

Ellipses (suspension points)

Ellipsis in Belarusian are used to indicate an intentional omission of a word in the original text, a pause in speech or an unfinished thought.

Ellipsis is always written together with the preceding word, no spaces.

English example	Belarusian example
Loading... Please wait...	(+) Выконваецца загрузка... Пачакайце, калі ласка... (-) Выконваецца загрузка ... Пачакайце, калі ласка ...

Period

Missing trailing period is considered to be a language error when it's omitted in regular text (even if it's the last sentence in paragraph/on page).

Follow the general rules of punctuation when translating plain texts, help content, online materials etc.:

The sentence should end with period unless it's a title, heading, table column or row titles, picture labels etc.

Quotation marks

Quotation marks are used when referring to UI items, such as menus and commands, if they don't have special formatting (bold, italic etc.).

In the software, in product help and on web-pages use straight quotation marks (same as in English.) DON'T use single quotation marks.

In the documentation normally chevrons are used, inside chevrons straight quotation marks are used, for example, «кнопка "Гатова"».

Note: Period stands outside the chevrons in Belarusian text.

Whenever double quotation marks can't not be used due to technical reasons, workarounds should be found and used to display double quotation marks ("..." or «») in Belarusian version. Examples of such workarounds: using two sequenced single quote characters ('); using code (such as " in HTML) instead of characters.

Parentheses

In Belarusian there is no space between the parentheses and the text inside them. The placement of a full stop with the parentheses depends on what they refer to: if they enclose a part of the sentence, the full stop is placed outside the closing bracket; if they enclose the full sentence, the full stop is placed inside the parentheses.

Example:

(+) Каб працягваць, націсніце кнопку «Далей» (можа спатрэбіцца ўказаць ключ прадукту).

3.1.11 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.

en-US long form	en-US sentence fragment
Use the following steps.	Here's how

Belarusian Microsoft voice can be conveyed through the use of sentence fragments.

en-US source text	Belarusian long form	Belarusian sentence fragment
To <verb> <><corresponding noun>, follow the step(s) below.	Каб <verb> <corresponding noun>, выканайце згаданыя ніжэй дзеянні.	Каб <verb> <corresponding noun>:
This article deals with the following:	У гэтым артыкуле разглядаюцца наступныя пытанні:	У гэтым артыкуле:
Before installing, please prepare:	Перад пачаткам усталявання неабходна падрыхтаваць наступнае:	Вам спатрэбіцца:
More info can be found in:	Дадатковыя звесткі гл. у наступных артыкулах:	Гл. таксама:
To change your account settings:	Каб змяніць налады ўліковага запісу, неабходна выканаць наступнае:	Каб змяніць налады ўліковага запісу, трэба:

3.1.12 Symbols & nonbreaking spaces

Whenever technically possible, use nonbreaking spaces to avoid a part of a word or a phrase moving to the next line. For example, they are used:

- 1) as a thousands separator (10 000)
- 2) before % in documentation (10 %)
- 3) between a number and the following unit (5 кг, 5 °C).
- 4) between a person's initials and last name (А. А. Сідараў)
- 5) in contractions (і г. д.)
- 6) before a dash (Файл — гэта...)

3.1.13 Verbs

In descriptions of services and features try to use verbs in the imperative mood to engage the user in a direct way. Never use verbs in the infinitive (this would be considered to be a style error). Also try to avoid using noun phrases and constructions with *можна, вы можаце / зможаце*.

An example of **incorrect** usage:

(-) Адлюстроўваць дзеянні вашых сяброў у іншых сэрвісах і дзяліцца дадатковымі рэсурсамі з сябрамі ў сэрвісе Windows Services.

An example of **correct** usage:

(+) Вы зможаце бачыць дзеянні вашых сяброў у іншых сэрвісах і дзяліцца з сябрамі дадатковымі рэсурсамі ў службе Windows Services.

When describing actions the user needs to perform, use the verbs in imperative mood:

(+) Перад тым як працягваць, усталюйце неабходныя кампаненты.

(-) Перад тым як працягваць, трэба усталяваць неабходныя кампаненты.

It's recommended to use verbs, not nouns, in the clauses of purpose. An exception is the standard phrase *Для атрымання дадатковых звестак* and similar phrases. Nevertheless, this rule should not be applied mechanically – in some cases the structures with nouns are more fluent than those ones with verbs.

(+) Каб перамясціць ячэйкі паміж аркушамі, перацягніце вылучаны дыяпазон на ярлычок у ніжняй частцы аркуша.

(-) Для перамяшчэння ячэек паміж аркушамі, перацягніце вылучаны дыяпазон на ярлычок у ніжняй частцы аркуша.

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 Belarusian, 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.

The localized text has to be accurate, correct and clear. To achieve that try to avoid wordiness and word-by-word translation.

Accuracy: As a rule, all English text needs to be translated. In some cases, though, text can be omitted or added; there should be a specific reason for that and you might need to check it with project team. The translated text will correctly reflect product functionality.

Localization: Localization means that the translated text needs to be adapted to the to the local language, customs and localization standards. For example, in many cases you would need to use Belarusian names rather than English, for example, Edward — Васіль, New York — Мінск. Don't translate every word, but use the style that's natural for Belarusian.

Example:

In the message "No line, thank you" not every word needs to be translated, like "Няма сувязі, дзякуй"; recommended translation is "Няма сувязі."

Consistency: Ensure that all terminology is used consistently both within one component and across different components (software, help, documentation). In most cases terminology needs to be consistent also across different products. Moreover, use consistent style and register and translate similar phrases consistently.

4.1 Accessibility

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

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

General accessibility information can be found at <http://www.microsoft.com/enable/education/>.

4.2 Applications, products, and features

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

Version numbers

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

US English	Belarusian target
Version 2.3	Версія 2.3

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.

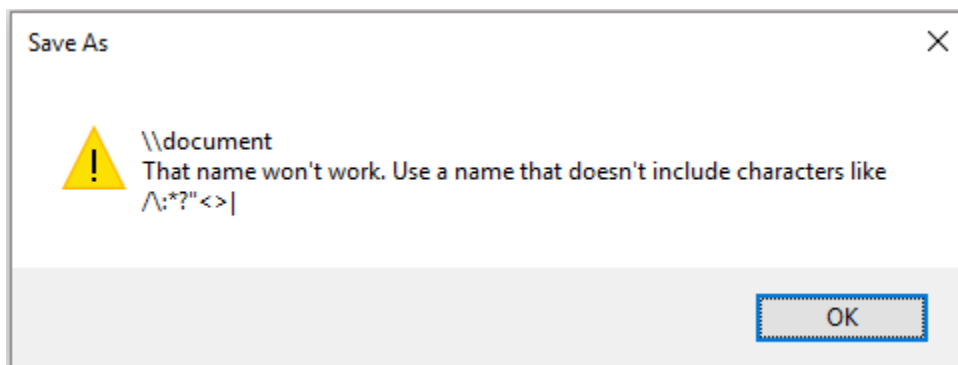
A thorough understanding of the culture of the target market is required for checking the appropriateness of cultural content, clip art and other visual representations of religious symbols, and body and hand gestures.

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 Belarusian translation
Oops, that can't be blank...	Гэта поле не можа заставацца пустым...
Not enough memory to process this command.	Недастаткова памяці, каб апрацаваць гэту каманду.

Belarusian style in error messages

Use consistent terminology and language style in the localized error messages, and not just translate them as they appear in the US product.

Standard phrases in error messages

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.

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

In the table below you will find the most common constructions used in the error messages and the recommended translations. These translations should be used in all new Microsoft translations and fixed in legacy strings if such strings review is a part of the current translation/review project. There is no need to request special/separate review to use the below translation in legacy materials as long as legacy translation is correct.

Examples:

English	Translation	English Example	Belarusian Example
An error occurred while...	Адбылася памылка пры...	An error occurred while formatting the media.	(+) Адбылася памылка пры фарматаванні носбіта.
An error was detected...	Выяўлена памылка пры...	An error was detected while accessing the program configuration.	(+) Выяўлена памылка пры доступе да канфігурацыі праграмы.
Can't ...	Не атрымліваецца...	Can't configure... Can't determine... Can't load...	(+) Не атрымліваецца наладзіць... (+) Не атрымліваецца вызначыць... (+) Не атрымліваецца загрузіць...
Can't (exceptions)	немагчыма... не можа	Can't divide by 0. The password can't be blank.	(+) Немагчыма дзяліць на нуль. (+) Пароль не можа быць пустым.
Could not...	Не атрымалася...	Could not activate help.	(+) Не атрымалася выклікаць даведку.

Unable to... ...was not able to...		Unable to configure... The system was unable to install your device.	(+) Не атрымалася наладзіць... (+) Не атрымалася ўсталяваць эту прыладу.
Congratulations!	Omitted in translation	Congratulations! You have successfully installed the selected device!	(+) Усталяванне выбранай прылады паспяхова завершана.
Do you want to...	Omitted in translation	Do you want to convert this font to TrueType during installation?	(+) Пераўтварыць гэты шрыфт у фармат TrueType пры ўсталяванні?
Failed to... Failure of...	Не атрымалася...	Failed to create directory for default service providers. Failure of opening MAPI Forms Manager	(+) Не атрымалася стварыць каталог для сістэм доступу да сэрвісаў, якія выкарыстоўваюцца па змаўчанні. (+) Не атрымалася адкрыць дыспетчар форм MAPI
In progress	ідзе	Search in progress There is a remote mail session in progress. To start a new session, first disconnect the current session.	(+) Ідзе пошук (+) Ідзе аддалены паштовы сеанс. Каб пачаць новы сеанс, спачатку закончыце бягучы.
Make sure	пераканайцеся	Now make sure nothing is on the copyboard	(+) Пераканайцеся, што на шкле нічога не ляжыць
... is not available ... is unavailable	недаступны	The requested resources were not available.	(+) Запытаныя рэсурсы недаступныя.
There is not enough... Not enough...	недастаткова...	There is not enough memory available to perform this task.	(+) Недастаткова памяці для выканання задачы.

<p>You can...</p> <p>You may...</p>	<p>можна...</p>	<p>You can type a name for this device, or you can use the name supplied below.</p> <p>You may change camera settings, or click tabs to manage your pictures.</p>	<p>(+) Можна альбо ўвесці пажаданае імя для гэтай прылады, альбо выкарыстоўваць прапанаванае ніжэй імя.</p> <p>(+) Можна змяніць налады камеры альбо выкарыстаць іншыя ўкладкі для працы са здымкамі.</p>
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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."

Strings with number placeholders may require different grammatical forms of words in this string with different values of the placeholder. One of these two options should be used:

1. Change sentence structure so that it's grammatically correct with all possible values.

English example	Belarusian example
%1 folders are detected.	(+) Знойдзена папак: %1.

1. Use abbreviation.

English example	Belarusian example
The folder contains %1 items.	(+) Папка ўтрымлівае %1 элем.

- Don't use forms like "Знойдзена %1 файл(-а, -аў)."
- Don't use structures that will become grammatically incorrect with any possible variable values:

(-) Знойдзена %1 файлаў.

Exception: For "years," translators should first try to find a grammatical structure that will always be valid. If it's not possible, "years" may be translated as "гады" or "гадоў" - translators are encouraged to use most probable translation in each particular case.

Note: Belarusian "дзень" may have forms "дзень," "дзён" and "дні" for which a single yet correct abbreviation can't be found. So, it's recommended to use "суткі" instead which can be abbreviated to "сут" to suit the forms "суткі" and "сутак."

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). When referring to a key always use a descriptor "клавіша".

Examples:

(+) націсніце клавішы ALT+F3

(-) націсніце спалучэнне клавiш ALT+F3

(+) націсніце левую клавiшу ALT or націсніце ALT злева

(-) націсніце левы ALT.

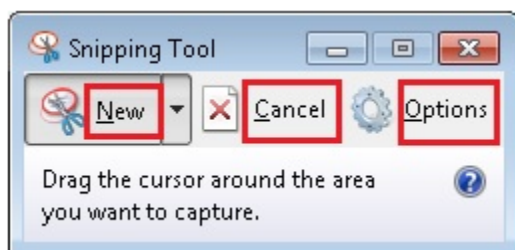
Key names

English key name	Belarusian key name
Alt	Alt
Backspace	Backspace
Break	Break
Caps Lock	Caps Lock
Ctrl	Control
Delete	Delete
Down Arrow	Стрэлка ўніз
End	End
Enter	Enter
Esc	Esc
Home	Home
Insert	Insert
Left Arrow	Стрэлка ўлева
Num Lock	Num Lock
Page Down	Page Down
Page Up	Page Up
Pause	Pause
Right Arrow	Стрэлка ўправа
Scroll Lock	Scroll Lock
Shift	Shift
Spacebar	Клавіша прабелу
Tab	Tab

Up Arrow	Стрэлка ўверх
Windows key	Клавіша Windows
Print Screen	Print Screen
Menu Key	Клавіша меню

4.5.3 Keyboard shortcuts

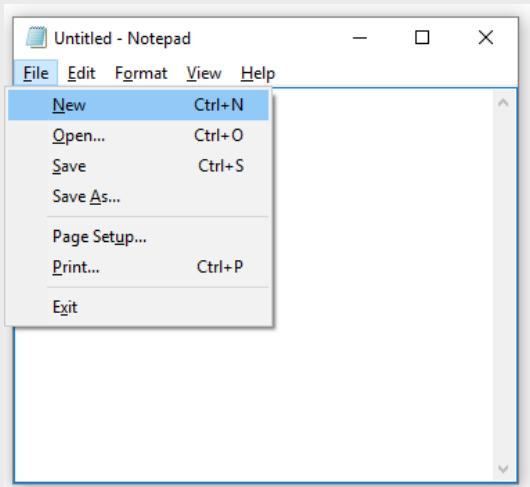
Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to keyboard shortcuts, which help the user to perform tasks more quickly.

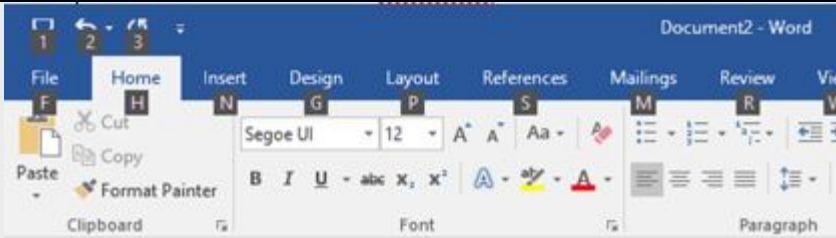


Keyboard shortcuts special options	Usage: is it allowed?	Notes
"Slim characters", such as I, l, t, r, f can be used as keyboard shortcuts	n/a	Not applicable to Belarusian
Characters with downstrokes, such as д, р, у, ф, ц, Д, Ц, can be used as keyboard shortcuts	no	A keyboard shortcut can be assigned to a character with a downstroke 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	n/a	Not applicable to Belarusian
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	yes	

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	no	
No keyboard shortcut is assigned when no more characters are available (minor options only)	yes	

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>
key tip	<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>

	
shortcut key	<p>A subtype of keyboard shortcut. A key that the user types to perform a common action without having to go through the UI. Shortcut keys are not available for every command.</p> <p>Example: Ctrl+N, Ctrl+V</p> <p>In keyboard shortcuts, most shortcut keys are used with the Ctrl key.</p> <p>Ctrl+letter combinations and function keys (F1 through F12) are usually the best choices for shortcut keys.</p>

4.5.4 Arrow keys

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

4.5.5 Numeric keypad

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

4.5.6 Shortcut keys

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

Standard shortcut keys

US command	US English shortcut key	Belarusian command	Belarusian shortcut key
General Windows shortcut keys			
Help window	F1	Акно даведкі	F1
Context-sensitive Help	Shift+F1	Кантэкстная даведка	SHIFT+F1
Display pop-up menu	Shift+F10	Вывад усплывальнага меню	SHIFT+F10
Cancel	Esc	Скасаваць	ESC
Activate\Deactivate menu bar mode	F10	Уключэнне і адключэнне радка меню	F10
Switch to the next primary application	Alt+Tab	Пераход да наступнай асноўнай праграмы	ALT+TAB
Display next window	Alt+Esc	Вывад наступнага акна	ALT+ESC
Display pop-up menu for the window	Alt+Spacebar	Вывад усплывальнага меню для акна	ALT+КЛАВІША ПРАБЕЛУ
Display pop-up menu for the active child window	Alt+-	Вывад усплывальнага меню для актыўнага даччынага акна	ALT+-
Display property sheet for current selection	Alt+Enter	Вывад старонкі ўласцівасцей для выбранага аб'екта	ALT+Enter
Close active application window	Alt+F4	Закрыццё актыўнага акна праграмы	ALT+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Пераход да наступнага немадальнага акна	ALT+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Перамяшчэнне выявы актыўнага акна ў буфер абмену	ALT+PRNT SCRN
Capture desktop image to the Clipboard	Prnt Scrn	Перамяшчэнне выявы працоўнага стала ў буфер абмену	PRNT SCRN

US command	US English shortcut key	Belarusian command	Belarusian shortcut key
Access Start button in taskbar	Ctrl+Esc	Доступ да кнопкі «Пуск» на панэлі заданяў	CTRL+ESC
Display next child window	Ctrl+F6	Вывад наступнага даччынага акна	CTRL+F6
Display next tabbed pane	Ctrl+Tab	Пераход да наступнай вобласці з укладкамі	CTRL+TAB
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Запуск менеджара заданняў і ініцыялізацыя сістэмы	CTRL+SHIFT+ESC
File menu			
File New	Ctrl+N	«Файл», «Стварыць»	CTRL+N
File Open	Ctrl+O	«Файл», «Адкрыць»	CTRL+O
File Close	Ctrl+F4	«Файл», «Закрыць»	CTRL+F4
File Save	Ctrl+S	«Файл», «Захаваць»	CTRL+S
File Save as	F12	«Файл», «Захаваць як»	F12
File Print Preview	Ctrl+F2	«Файл», «Прагляд друкаванага»	CTRL+F2
File Print	Ctrl+P	«Файл», «Друк»	CTRL+P
File Exit	Alt+F4	«Файл», «Выход»	ALT+F4
Edit menu			
Edit Undo	Ctrl+Z	«Рэдагаваць», «Скасаваць»	CTRL+Z
Edit Repeat	Ctrl+Y	«Рэдагаваць», «Паўтарыць»	CTRL+Y
Edit Cut	Ctrl+X	«Рэдагаваць», «Выразаць»	CTRL+X
Edit Copy	Ctrl+C	«Рэдагаваць», «Капіяваць»	CTRL+C

US command	US English shortcut key	Belarusian command	Belarusian shortcut key
Edit Paste	Ctrl+V	«Рэдагаваць», «Уставіць»	CTRL+V
Edit Delete	Ctrl+Backspace	«Рэдагаваць», «Выдаліць»	CTRL+BACKSPACE
Edit Select All	Ctrl+A	«Рэдагаваць», «Вылучыць усё»	CTRL+A
Edit Find	Ctrl+F	«Рэдагаваць», «Знайсці»	CTRL+F
Edit Replace	Ctrl+H	«Рэдагаваць», «Замяніць»	CTRL+H
Edit Go To	Ctrl+G	«Рэдагаваць», «Перайсці»	CTRL+G
Help menu			
Help	F1	Даведка	F1
Font format			
Italic	Ctrl+I	Курсіў	CTRL+I
Bold	Ctrl+B	Тоўсты	CTRL+B
Underlined\Word underline	Ctrl+U	Падкрэсліванне/падкрэсліванне слоў	CTRL+U
Large caps	Ctrl+Shift+A	Усе вялікія	CTRL+SHIFT+A
Small caps	Ctrl+Shift+K	Дробныя вялікія	CTRL+SHIFT+K
Paragraph format			
Centered	Ctrl+E	Па цэнтры	CTRL+E
Left aligned	Ctrl+L	Па левым краі	CTRL+L
Right aligned	Ctrl+R	Па правым краі	CTRL+R
Justified	Ctrl+J	Па баках	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 Belarusian phonetic system if the original pronunciation sounds very awkward in Belarusian.

Example	Phonetics	Comment
SecurID	[sɪ'kjuər aɪ di:]	
.NET	[dot net]	
Windows Server 2016		Pronounce "Windows" the English way, "server" the Belarusian way (сервер) and "2016" as Belarusian words
Office Online		Pronounce as Belarusian words офіс and анлайн
Skype	[skaip]	Product names are pronounced the way they are pronounced in the source language.

Acronyms and abbreviations

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

Example	Phonetics
RADIUS	[радыус]
RAS	[рас]
ISA	[іса]
MAPI	[мапі]
POP	[поп]
URL	[ю ар эл]

Other abbreviations are pronounced letter by letter.

Example	Phonetics
ICMP	<ай-сі-эм-пі>
IP	<ай-пі>
TCP/IP	<ты-сі-пі ай-пі>
XML	<экс-эм-эл>
HTML	<эйч ты эм эл>
SQL	<эс-к'ю-эл>

URLS

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

"www" should be pronounced as [тры дабл-ю].

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

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 Belarusian approved translations.

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