

Luxembourgish Style Guide

Table of Contents

1	Welcome	4
2	About this style guide	4
2.1	Recommended reference material	4
3	Microsoft voice	6
3.1	Choices that reflect Microsoft voice	7
3.1.1	Word choice	8
3.1.2	Words and phrases to avoid	9
3.2	Sample Microsoft voice text	11
3.2.1	Address the user to take action	11
3.2.2	Promoting a feature	12
3.2.3	Providing how-to guidelines	12
3.2.4	Explanatory text and providing support	13
4	Language-specific standards	14
4.1	Grammar, syntax and orthographic standards	14
4.1.1	Abbreviations	14
4.1.2	Acronyms	16
4.1.3	Adjectives	18
4.1.4	Articles	19
4.1.5	Capitalization	21
4.1.6	Compounds	21
4.1.7	Conjunctions	22
4.1.8	Gender	22
4.1.9	Genitive	23
4.1.10	Localizing colloquialism, idioms, and metaphors	24
4.1.11	Modifiers	24
4.1.12	Nouns	24
4.1.13	Prepositions	25
4.1.14	Pronouns	26
4.1.15	Punctuation	27
4.1.16	Sentence fragments	31
4.1.17	Split infinitive	31
4.1.18	Subjunctive	32

4.1.19	Symbols & non-breaking spaces	32
4.1.20	Verbs	33
5	Localization considerations	35
5.1	Accessibility	35
5.2	Applications, products, and features	35
5.3	Software considerations	36
5.3.1	Error messages	36
5.3.2	Keys	39
5.3.3	Keyboard shortcuts	41
5.3.4	Arrow keys	44
5.3.5	Numeric keypad	44
5.3.6	Shortcut keys	44
5.4	Voice video considerations	48
5.4.1	Video voice checklist	48
5.4.2	Tone	49
5.4.3	English pronunciation	49

1 Welcome



A guide to the Microsoft voice in Luxembourgish

2 About this style guide

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

The style guide covers guidelines and recommendations for translating the Microsoft voice into Luxembourgish 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, and specific software considerations.

We welcome your feedback, questions, and concerns regarding the style guide. Please send your feedback to the [feedback alias](#).

2.1 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:

Normative references

These normative sources must be adhered to. Any deviation from them automatically fails a string in most cases. They are to be used in the following order. The further down the list an item is the lower its relevance is. When more than one solution is possible, consult the other topics in this style guide for guidance.

Dictionaries:

1. [LOD - Lëtzebuenger Online Dictionnaire](#)


IMPORTANT: this is the official online dictionary from the Ministère de l'Éducation Nationale (MEN)) Terms in LOD must have priority over any other dictionary. *Variants in this dictionary should be avoided and the main term (referenced) must be used!!!*

2. Luxdico

IMPORTANT: Only if LOD does not contain a term, then you can look up here but you must be aware that it contains a lot of slang terms and writings that must be avoided in written language and Microsoft projects!!!

Verb lists:

1. Les Verbes Luxembourgeois - D'Lëtzebuenger Verben by the MEN (ISBN: 9782495000260)

IMPORTANT: this is the official grammar from the Ministère de l'Éducation Nationale (MEN) grammar from official sources (to be recognized by their seal ()) on the cover. This seal shows the content of a book is endorsed by the MEN and counts as official, without this seal a book is NOT official). It must have priority over any other publicly verb lists.

This book contains all correct and allowed tenses for Luxembourgish. Any tense that is not listed there is WRONG (e.g. future is used with 'ginn' and not with 'wäert'). All verbs in this book are official verbs. Verbs that are not contained in that book are considered as slang and must be avoided. If no verb can be found in official lists a slang verb can be used.

2. [LOD - Lëtzebuenger Online Dictionnaire](#)

Verbs found in this dictionary count as official if there is no existing verb found in the above mentioned verb book.

Informative references

These sources are meant to provide supplementary information, background, comparison, etc

1. <http://www.cpll.lu>
2. <http://spellchecker.lu/online-checker>

Microsoft User Interface reference

A helpful reference is the Windows User Experience Interaction Guidelines, available for download at [Build desktop apps for Windows | Microsoft Docs](#).

3 Microsoft voice

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

Three principles form the foundation of our voice:

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

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

These key elements of Microsoft voice should also extend across Microsoft content for all language locales. For each language, the specific choices in style and tone that

produce Microsoft voice are different. The following guidelines are relevant for US English and for many other languages.

Guidelines

Keep the following guidelines in mind:

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

Brand and product names

- Avoid overuse of the company/brand or product names (or logos). Refer to Microsoft names correctly when you use them—don't wing it.
- Avoid the corporate "we," such as "Microsoft announces..." or "We're proud to introduce..." or "We want you to know." Keep the focus on "you"—the reader, the audience. WE (Microsoft) aren't the important ones here.

3.1 Choices that reflect Microsoft voice

Translating into Luxembourgish 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 is often used for technical and commercial content.

When you are 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 is 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.

3.1.1 Word choice

Terminology

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

Short word forms and everyday words

Microsoft voice text written in US English prefers the short, simple words spoken in everyday conversations. In English, shorter words are generally 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 is 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 light-weight 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 should be avoided 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.
You	Address the user as <i>you</i> , directly or indirectly through the use of first- and second-person pronouns like "you". Third-person references, such as "user," should be avoided as they sound formal and impersonal. For information on localizing <i>you</i> , go to the section Pronouns .

The Luxembourgish modern voice can be conveyed through similar means by using short words used by people in daily conversations. Take care to adhere to approved terminology and not to use different target terms for already established and approved terms. There are only some occasions that allow shortened form of words. These words are well-established in daily (virtual) communication. Be careful with using abbreviated forms in Luxembourgish, as it might not be understood by another target audience. Always check the [Microsoft Language Portal](#) if a certain shortened term can be used.

Examples of allowed short words:

en-US source term	lb word	lb word usage
App	App	Use <i>App</i> instead of <i>Uwendung</i> or <i>Programm</i> .
Info	Info	Use <i>Info</i> in casual situations, unless <i>Informatioun</i> fits the context. However, use <i>Informatiounen</i> when you point the reader elsewhere (“for more information, see <link>”). The abbreviation “Info” can be used if there are length restrictions.
PC	PC	Use for personal computing devices that run Windows (<i>Computer</i> if it can be a PC or a Mac).
DSL	DSL	Use <i>DSL</i> instead of <i>Digital Subscriber Line</i> (which is hardly understood).

3.1.2 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>

See below words or phrases to avoid in Luxembourgish and their equivalent words or phrases to be used to convey the Luxembourgish Microsoft voice.

en-US source	lb word to avoid	lb word/phrase
give/provide guidance	Ënnerstëtzung ubidden	ënnerstëtzen <i>or</i> hëllefen
in parts	partiell/partiellement	deelweis
require	erfuerderen	brauchen
browse the Internet	am Internet browsen	um Internet surfen

3.2 Sample Microsoft voice text

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

3.2.1 Address the user to take action

US English	Luxembourgish	Explanation
The password isn't correct, so please try again. Passwords are case-sensitive.	D'Passwuert ass net richteg, probéiert et also wgl nach eng Kéier. Fir d'Passwierder muss d'Groussa Klengschreiwung respektéiert ginn.	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.	Dëse Produktschlëssel ass net gültig. Iwwerpréift e wgl. a probéiert et dann nach eng Kéier.	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	Alles prett fir unzefänken	Casual and short message to inform user that setup has completed, ready to start using the system.
Would you like to continue?	Wëllt Dir virufueren?	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.	Gitt Ärem PC en Numm – egal wéi een Numm. Wann Dir d'Hannergrondfaarf ännere wëllt, gitt op „PC-Parameteren“ an desaktivéiert „Héije Kontrast“.	Address the user directly using second person pronoun to take the necessary action.

3.2.2 Promoting a feature

US English	Luxembourgish 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.	D'Bildpasswuert ass eng nei Méiglechkeet, Ären Touchscreen-PC ze schützen. Dir wíelt d'Bild an d'Bewegungen, déi Dir domat benotzt, fir Äert ganz perséinlecht Passwuert ze schafen.	Promoting a specific feature with the use of em-dash to emphasis the specific requirements to enable the feature which in this case is picture password.
Let apps give you personalized content based on your PC’s location, name, account picture, and other domain info.	Appen et erlaben, lech personaliséierten Inhalt unzebidden, baséiert op dem Standuert, dem Numm, dem Profilbild an aneren Domäninfoe vun Ärem PC.	Promoting the use of apps. Depending on the context of the string we can add some more familiarity to the text by using everyday words for e.g. PC.

3.2.3 Providing how-to guidelines

US English	Luxembourgish target	Explanation
To go back and save your work, click Cancel and finish what you need to.	Fir zeréck ze goen an Är Daten ze späicheren, klickt op "Ofbriechen" a	Short and clear action using second person pronoun.

	féiert déi noutwendeg Schrëtt duerch.	
To confirm your current picture password, just watch the replay and trace the example gestures shown on your picture.	Fir Äert Bildpasswuert ze bestätegen, kuckt einfach d'Widderhuelung an zeechent d'Beispillbeweegungen, déi op Ärem Bild ugewise ginn, no.	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.
It's time to enter the product key. It should be on the box that the Windows DVD came in or in an email that shows you bought Windows. When you connect to the Internet, we'll activate Windows for you.	Gitt de Produktschlëssel elo an. Dir fannt en normalerweis op der Verpackung vun der Windows-DVD oder an enger E-Mail, déi bestätegt, dass Dir Windows kaaft hutt. Wann Dir lech mam Internet verbannt, aktivéiere mir Windows fir lech.	Speak to the user directly and naturally using second person pronoun "you" on clear actions to enter the product.

3.2.4 Explanatory text and providing support

US English	Luxembourgish target	Explanation
The updates are installed, but Windows Setup needs to restart for them to work. After it restarts, we'll keep going from where we left off.	D'Updatë sinn installéiert, mee Windows Setup muss nei gestart ginn, fir dass se funktionéieren. Nom Neistart kënn Dir do weiderfueren, wou Dir opgehalen hutt.	Informing the user of update installation and restart is required to complete install.
If you restart now, you and any other people using this PC could lose unsaved work.	Wann Dir de PC elo nei start, kéint Dir oder aner Persounen, déi dëse PC benotzen, net gespäichert Date verléieren.	Informing the user on the outcome if a specific action is taken. In this case the action is a restart.
This document will be automatically moved to	Dëst Dokument gëtt automatesch an déi richteg	Office sample.

the right library and folder after you correct invalid or missing properties.	Bibliothéik an an de richtege Dossier verréckelt, nodeems Dir ongülteg oder feelend Eegenschafte korrigéiert hutt.	
Something bad happened! Unable to locate downloaded files to create your bootable USB flash drive.	Et ass e schlëmme Feeler opgetrueden! D'erofgeluede Fichieren, fir Äert startbaart USB-Flash-Lafwierk ze schafen, konnten net fonnt ginn.	An error occurred.

4 Language-specific standards

This part of the style guide contains information and guidelines specific to Luxembourgish.

4.1 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.

4.1.1 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:

Use the common abbreviations listed in this section, but avoid extensive use of abbreviations. Do not abbreviate such words as "an," "oder," "eppes," "een," or any other word that users might not recognize. If you have any doubt, spell out the word rather than using an abbreviation.

Many abbreviations and acronyms are standardized and remain untranslated. They are only followed by their full spelling in Luxembourgish if the acronym needs to be explained to the speakers of a different language. In other cases, where the acronym is rather common, adding the fully spelled-out form will only confuse users. In these cases, the acronym can be used on its own.

List of common abbreviations:

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

Expression	Acceptable Abbreviation
An Änleches	(+) a. Ä.
An der Reegel	(+) a. d. R.
An esou weider	(+) asw.
Dat heescht	(+) d. h.
Ënner anerem	(+) ë. A.
Ënner Ëmstänn	(+) ë. Ë.
Gegebenenfalls	(+) ggf.
Respektiv	(+) resp.
Vergläicht	(+) vgl.
Versus	(+) - vs is not used in Luxembourgish but it must be a -
Wann ech gelift	
Zum Beispill	(+) wgl.
Zum Deel	(+) z. B.
zurzäit	(+) z. D.
	(+) zz.

Don't abbreviate such words as: an, oder, eppes, een.

Further guidelines

1. If a sentence ends with an abbreviation that has its own period, there is no additional end-of-sentence period.

Examples: Use caution with the following abbreviations:

Abbreviation	Comment
OK	Use only in reference to the interface.
US	Use only in compounds such as US-Dollar, US-Produkt
MS	For legal reasons, Microsoft may not be abbreviated. Exception: MS-DOS.

Abbreviation	Comment
a. m./ p. m.	If it is necessary to keep the US time format in a product, use periods. (For space reasons it may be necessary to omit them in the software.)
2D/3D	This is the Microsoft-specific abbreviation of two-dimensional (2-D) and three-dimensional (3-D), respectively. As this abbreviation is usually combined with a noun and hyphenated (e.g. 3D-Duerstellung), do not to use a hyphen in the abbreviation itself.

4.1.2 Acronyms

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

Localized acronyms

The compounds below contain either an abbreviation or a numeral followed by a component name. In Luxembourgish, acronyms, abbreviations and numerals are linked by hyphen to the following compound element.

The Luxembourgish examples below show how such constructions should be translated:

Example:

en-US source	lb-LU target
CD-ROM drive	(+) CD-ROM-Lafwierk
2D gridlines	(+) 2D-Gitter
24 bit color value	(+) 24-Bit-Faarwewäerter
3.5 Floppy	(+) 3,5-Zoll-Diskett
51/4-inch Floppy	(+) 51/4-Zoll-Diskett
35mm slides	(+) 35mm-Diaen

Unlocalized acronyms

In addition to common measurements such as km, m, cm, mm, and so on, the abbreviations in the following table are used in the product user interface and in technical documentation.

Example:

Measurement	English abbreviation	Luxembourgish abbreviation	Comment/Example
Gigabyte	GB	(+) GB	use "B" for "byte," not "O" for "octet"
Gigabit	GBit	(+) GBit	
Kilobyte	KB	(+) KB	
Kilobit	KBit	(+) KBit	
Megabyte	MB	(+) MB	
Megabit	MBit	(+) MBit	
Terabyte	TB	(+) TB	
Terabit	TBit	(+) TBit	
Bits per second	Bit/s	(+) Bit/s	Use same type for similar measurements, e.g. frames per second => F/s
Megabits per second	MBit/s or Mbps	(+) MBit/s	
Kilobits per second	KBit/s or Kbps	(+) KBit/s	
Bytes per second	B/s	(+) B/s	
Megabytes per second	MB/s	(+) MB/s	
Kilobytes per second	KB/s	(+) KB/s	

Point	Pt.	(+) Pt.	No plural form
Inch	“	(+) “	“ is acceptable in Packaging and tables, but not in body text.
Megahertz	MHz	(+) MHz	
Hertz	Hz	(+) Hz	

4.1.3 Adjectives

In Luxembourgish, adjectives should be handled in the following manner.

1. Luxembourgish morphology distinguishes two types of adjective: attributive and predicative. Predicative adjectives appear with verbs like *sinn* ("to be"), and receive no extra ending:
2. Attributive adjectives are placed before the noun they describe, and change their ending according to the grammatical gender, number, and case:
3. Interesting to note is how the definite article changes with the use of an attributive adjective: feminine *d* goes to *déi*, neuter *d'* goes to *dat*, and plural *d'* changes to *déi*.
4. The comparative in Luxembourgish is formed analytically, i.e. the adjective itself is not altered (compare the use of *-er* in German and English; *tall* → *taller*, *klein* → *kleiner*). Instead it is formed using the adverb *méi*: e.g. *schéin* → *méi schéin*
5. The superlative involves a synthetic form consisting of the adjective and the suffix *-st*: e.g. *schéin* → *schéinst* (compare German *schönst*, English *prettiest*). Attributive modification requires the emphatic definite article and the inflected superlative adjective:
6. Predicative modification uses either the same adjectival structure or the adverbial structure *am+ -sten*: e.g. *schéin* → *am schéinsten*:

Possessive adjectives

The frequent use of possessives is a feature of English language. However in Luxembourgish, possessive adjectives are handled in the following way:

To use the possessive adjective it is important to know the number and the gender of the owner and of what is owned.

The possessive adjective is declined like the indefinite article.

Person	Pronoun (M,F,N,P)	Adjective (M,F,N,P)
1 st sing.	mäin, meng, mäin, meng	mengem, menger, mengem, mengen
2 nd	däin, deng, däin, deng	dengem, denger, dengem, dengen
3 rd	säin, seng, säin, seng	sengem, senger, sengem, sengen
1 st plural	hiren, hir, hiert, hir	hirem, hirer, hirem, hiren
2 nd plural	eisen, eis, eist, eis	eisem, eiser, eisem, eisen
3 rd plural	ären, är, äert, är	ärem, ärer, ärem, eisen
	Ären, Är, Äert, Är	Ärem, Ärer, Ärem, Ären
	Hiren, hir, hiert, hir	Hirem, hirer, hirem, hiren

Note:

The possessive construction of the sentence consists of two elements:

1. The owner
2. The object (the person or the possessed thing) This item is preceded by a possessive adjective

Examples:

(+) Ech hu **menge** Kanner **hir** Bicher schonn all kauft.

(+) Hie schwätzt mat **sengem** Bouf **sengem** Professorer.

(+) **Dem Hond säi** Pelz ass gekämmt ginn.

4.1.4 Articles

General considerations

Luxembourgish has three genders (masculine, feminine, and neuter), and has three cases (nominative, accusative, and dative). These are marked morphologically on determiners and pronouns. As in German, there is no morphological gender distinction in the plural.

nominative/accusative				
	singular			plural
	masculine	feminine	neuter	
definite	den	d'	d'	d'

def. emphatic	deen	déi	dat	déi
demonstrative	däsen	dës	dëst	dës
indefinite	en	eng	en	—
negative	keen	keng	keen	keng
dative				
	singular			plural
	masculine	feminine	neuter	
definite	dem	der	dem	den
def. emphatic	deem	där	deem	deenen
demonstrative	dësem	dëser	dësem	däsen
indefinite	engem	enger	engem	—
negative	kengem	kenger	kengem	kengen

Unlocalized feature names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. We treat them in this way:

Example:

en-US source	lb-LU target
Windows cannot start your system. If the problem persists, contact your network administrator.	(+) Windows kann de System net starten. Wann dat sech widderhëlt, kontaktéiert Ären Netzwierk-Administrateur.

Avoid using possessive marker "Ären/Äert/Är" unless ownership is important in context. In Luxembourgish, use of possessives can be reduced to occurrences when the user is addressed.

Localized feature names

Use the terminology that is most widely used in the computer press and among users. This terminology usage naturally depends on the target market of each product (technical products are bound to contain more specialized language, which usually means more English terminology). When incorporating English terms, you must follow the spelling, grammar, and syntax rules of your language.

Example:

en-US source	lb-LU target		
chat	(+) chatten	hu gechatt	beim Chatten
Disks	(+) Disken		
Service packs	(+) Service-Päck		

4.1.5 Capitalization

In Luxembourgish all nouns are capitalized. You should not try to mimic the capitalization in the source strings, but use your knowledge of the spelling conventions of Luxembourgish to decide which words in a string to capitalize and which to leave lower-case. Over-capitalization is awkward and leads to inconsistencies in the UI.

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

4.1.6 Compounds

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

In Luxembourgish, there aren't yet any precise rules for compounding. The different elements of compounds are written in one word and may include linking elements such as "s" or "e(n)". Some elements may be joined by hyphens for better readability or if they consist of elements from a foreign language. Compounds with more than two elements should be avoided if one or more elements are foreign (loan) words. In such cases, periphrastic constructions are preferable.

Example:

en-US source	lb-LU target
Internet Accounts	(+) Internetkonten
Logon script processing	(+) Ausféiere vum Logon-Skript
Parental control	(+) Elterekontroll
Windows password	(+) Windows-Passwuert

4.1.7 Conjunctions

For en-US modern voice, use of conjunctions is another way to help convey a conversational tone. Starting a sentence with a conjunction can be used to convey an informal tone and style.

en-US old use of conjunctions	en-US new use of conjunctions
As <product> gains features, there is a risk that older content may not display correctly.	But because of these features older content may not display correctly.

4.1.8 Gender

Luxembourgish has three genders (masculine, feminine, and neuter), and has three cases (nominative, accusative, and dative). These are marked morphologically on determiners and pronouns. As in German, there is no morphological gender distinction in the plural.

nominative/accusative				
	singular			plural
	masculine	feminine	neuter	
definite	den	d'	d'	d'
def. emphatic	deen	déi	dat	déi

demonstrative	däsen	dës	dëst	dës
indefinite	en	eng	en	—
negative	keen	keng	keen	keng

The forms of the articles and of some selected determiners are given below:

dative				
	singular			plural
	masculine	feminine	neuter	
definite	dem	der	dem	den
def. emphatic	deem	där	deem	deenen
demonstrative	dësem	dëser	dësem	dësen
indefinite	engem	enger	engem	—
negative	kengem	kenger	kengem	kengen

4.1.9 Genitive

Rare examples of the genitive are found: (+) Enn des Mounts ("end of the month"), (+) Ufanks der Woch ("at the beginning of the week").

The functions of the genitive are normally expressed using a combination of the dative and a possessive determiner: e.g. dem Mann säi Buch (lit. "to the man his book", i.e. "the man's book"). This is known as a periphrastic genitive, and is a phenomenon also commonly seen in dialectal and colloquial German.

Attaching a genitive "s" to (trademarked) product names is not feasible, as it could be interpreted as a modification of such names.)

4.1.10 Localizing colloquialism, idioms, and metaphors

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

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

- Do not attempt to replace the source colloquialism with a Luxembourgish colloquialism that fits the same meaning of the particular context unless it is a perfect and natural fit for that context.
- Translate the intended meaning of the colloquialism in the source text (as opposed to literally translating 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.

4.1.11 Modifiers

In Luxembourgish localized text, a **modifier** (or **qualifier**) is an optional element in phrase structure or clause structure; the removal of the modifier typically doesn't affect the grammaticality of the construction. Modifiers can be a word, a phrase or an entire clause. Semantically, modifiers describe and provide more accurate definitional meaning for another element.

4.1.12 Nouns

General considerations

Luxembourgish words that indicate people, beings, things, places, phenomena, qualities or ideas.

Proper nouns: Luxembourgish nouns that indicate individual entities, such as names of persons, places or organizations.

Inflection

Luxembourgish nouns are always written with a capital letter, similar to German nouns. Luxembourgish nouns are declined for case, meaning they change form to indicate their role in a sentence.

You can see the cases in determiners (articles, pronouns etc.) and partly in adjective endings, but not in the nouns.

Plural formation

As a rule of thumb, most nouns form their plural with the suffix -en or -er. For some -er plurals, the stressed vowel changes: A becomes Ä, O becomes E, U becomes I.

Example:

Mann – (+) Männer

Kand – (+) Kanner

That is all more or less similar to German grammar. But words of French origin have their plural in -en: Timber—(+)
Timberen (stamp), Pompjee—(+)
Pompjeeën (firefighter), Client—(+)
Clienten (client)

Some words are invariable and their plural is the same as their singular.

Drécker – (+) Drécker

Partner – (+) Partner

A few words are irregular.

Stad – (+) Stied

4.1.13 Prepositions

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

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

Luxembourgish allows prepositional phrases to appear after the verb cluster in subordinate clauses.

Examples: (+) a Spuenien (in Spain), (+) an Holland (in the Netherlands), (+) an der Belsch (in Belgium)

Another major difference is the preposition used for towns. In German, you say "in Berlin" (English "in Berlin") and "aus Paris" (English "from Paris"). In Luxembourgish, this is **zu Berlin** and **vu Paräis** respectively. There is one exception, however. Something in Luxembourg City is **an der Stad** ("in the city").

en-US Expression	lb-LU Expression	Comment
in Berlin from Berlin he's from Paris	(+) zu Berlin (+) vu Berlin (+) hien ass vu Paräis	Expressing that someone comes from a specific country: you use aus : aus Frankräich/Däitschland (from France/Germany).

4.1.14 Pronouns

Many error messages in English vary with regard to the use of articles, demonstrative and possessive pronouns. Please be consistent in how you deal with such variation in Luxembourgish.

Example:

en-US source	lb-LU target	Explanation
File already exists The file already exists This file already exists	(+) Et gëtt de Fichier schonn	In complete sentences, use determiners consistently even if the US string does not. If the meaning is clear, use the article instead of demonstrative pronouns.
Not enough memory to	(+)Net genuch Späicher, fir d'Operatioun zu Enn ze bréngen	Demonstrative pronouns are not necessary because redundant: this operation = d'Operatioun. The message refers to the only possible operation.

en-US source	lb-LU target	Explanation
complete this operation		

4.1.15 Punctuation

General punctuation rules should be available in the recommended reference material.

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

Luxembourgish follows the same punctuation rules as German. Also there is no space before dots, colons, question marks or exclamation marks as in French.

Ampersand

Character	Ampersand
&	In Luxembourgish the ampersand is ONLY used and allowed within company names (Entreprise & Co.). In all other cases it's forbidden and must be replaced by 'an' (Health & Fitness -> Gesondheet a Fitness).

Comma

Commas are used to make sentences readable, above all in enumerations and before subordinate clauses.

Commas are used to separate the place name and the date in letters, as in "Lëtzebuerg, den 13. September 1987". Commas are also used to separate decimals.

en-US example	lb-LU example
5.25 cm	(+) 5,25 cm
5 x 7.2 inches	(+) 5 x 7,2 Zoll
Letter Landscape 11 x 8.5 in	(+) Letter Landscape 11 x 8,5 in

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

en-US example	lb-LU example
1,526	(+) 1.526
\$ 1,526.75	(+) \$ 1.526,75

Colon

Use colons to introduce lists and explanations. You may use a colon at the end of an introductory phrase even if it is not a complete sentence.

Do not use colons to introduce only one idea.

en-US example	lb-LU example
Click on: File.	(+) Klickt op „Fichier“.
	(-) Klickt op: Fichier.

Dashes and hyphens

Three different dash characters are used in English:

Hyphen

The hyphen (Bindestrich) is used to divide words between syllables, to link parts of a compound word, and to connect the parts of an inverted or imperative verb form.

When a hyphenated compound should not be divided between lines (e.g., MS-DOS), use a non-breaking hyphen (CTRL+SHIFT+HYPHEN). Both parts of the compound will be kept together on the same line.

En dash

The en dash is used as a minus sign, usually with spaces before and after. The en dash is also used like in German as “Gedankenstrich” like in two words which following each other and only separated by one word (i.e. and) and the last part of which is the same.

Example: (+) Gedanken- a Bindestrech is the same as Gedankestréch a Bindestrech.

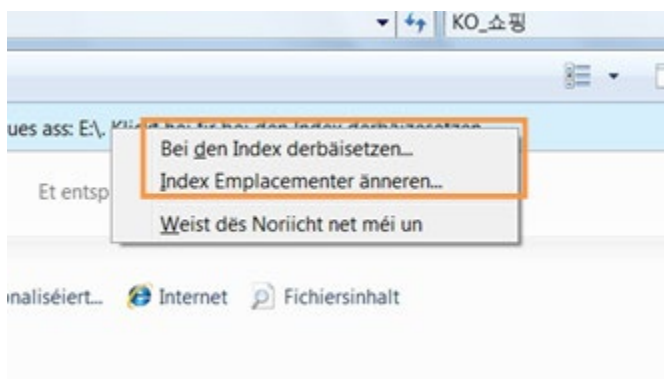
Em dash

The em dash is not common in Luxembourgish. In most cases where the English uses dashes, commas or parentheses will suffice in the Luxembourgish.

en-US example	lb-LU example
Each table in your database should store facts about a single subject — about customers, for example, or products.	(+) All Tabell aus Ärer Datebank muss sech op een eenzelne Sujet bezéien, wéi zum Beispill de Client oder d'Produkt.

Ellipses (suspension points)

Character	Ellipses
...	Ellipsis is a triple-dot punctuation mark, which is also called a suspension point follow specific rules that must be followed according to the wanted effect (see explanations and examples below).



Do not use three periods for suspension points in printed documentation. Instead use the ellipsis character ... (ANSI 0133 (Alt+0133)).

Period

Periods are used to mark the end of a sentence. When an abbreviation is ending a sentence, only one period is written. Do not use a period after IS measurement units, unless these are written at the end of a full sentence. Do not use a period with acronyms.

A period can be used as a thousand separator (6.520), but remember that years and page numbers do not take a thousand separator.

Do not use a period in titles or headings.

When an ellipsis ends a sentence, no additional period is added.

Note: US English uses a period as the decimal separator, while many other languages use a comma. In Luxembourgish, a comma is used. Do not use a space for this purpose as a space separates the numeral from the abbreviation.

Quotation marks

Quotation marks are, for example, used when a software user interface element is referred to or in quotations.

Double quotes are the correct German typographical characters although slightly different from the English in terms of direction and location. The opening quotation mark is at the bottom „ (ANSI 0132); the closing quotation mark is at the top “ (ANSI 0147) (cp. English closing quotation mark: " (ANSI 0148)).

Non-breaking spaces (CTRL+SHIFT+SPACEBAR or Alt+0160) should be used between the chevrons and the quoted text. Punctuation marks that do not belong to the quoted text are always placed outside the quotation marks in Luxembourgish.

Examples:

1. Favored solution (curly, bottom/top): „Gänseféisercher“
2. Alternate solution (straight, top/top): "Gänseféisercher"
3. Alternate solution «Gänseféisercher»

en-US example	lb-LU example
Click the "Delete" button to delete the selected item.	(+) Klickt op "Läschen", fir dat ausgewieltent Element ze läschen.

Parentheses

In English, there is no space between the parentheses and the text inside, this is the same in Luxembourgish.

4.1.16 Sentence fragments

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

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

While the English modern voice allows sentence fragments, this is very unusual in written communication for Luxembourgish. On rare occasions, fragments or contractions are allowed. These are namely in headings or eye-catchers on Websites.

Important: Please make sure that the fragment fits into the context and no relevant information gets lost.

en-US source text	lb-LU long form	lb-LU sentence fragment
Use the following steps.	Befollegt follgend Uweisungen.	A sou geet et:
To start the process.	Sou start Dir de Prozess.	A lass!
Here are some news	Neiegkeeten	Wat gëtt et Neits?

4.1.17 Split infinitive

Non-finite verbs (infinitives and participles) generally appear in final position:

Example:

(+) Ech hunn en Hutt **kaaft**.

These rules interact so that in subordinate clauses, the finite verb and any non-finite verbs must all cluster at the end. Luxembourgish allows different word orders in these cases. This is also the case when two non-finite verb forms occur together: Luxembourgish allows prepositional phrases to appear after the verb cluster in subordinate clauses.

Example:

(+) D'Kand huet hënt net misse schlofen.

Alles, wat Dir ëmmer wollt wëssen iwwer Lëtzebuerg.

4.1.18 Subjunctive

In Luxembourgish the subjunctive is rarely used.

Example:

(+) **Et sief** dann!

(+) **Sief** et mam Vëlo oder ze Fouss, ech kommen net.

4.1.19 Symbols & non-breaking spaces

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

Example for preventing a line break with a non-breaking space:

- Mr. Fischer an Här Fischer

Non-breaking spaces () should only be used whenever they are present also in the US text. Otherwise it is recommended to use a blank space as non-breaking spaces can create functionality problems.

4.1.20 Verbs

Be consistent in how you translate verbs in error messages. If it is grammatical to omit the predicate "be" in your language, you can omit it in error messages, but you should be consistent in your usage across all error messages. Be concise without changing the meaning of the source string.

en-US example	lb-LU example	Explanation
The document is too large. Document too large.	(+) D'Dokument ass ze grouss.	Use the verb "to be" in such constructions, even if English omits them.
Access was denied. Access denied.	(+) Den Zougrëff gouf refuséiert.	In complete sentences, use verbs and the same tense as in the source string.
The file "%s" is an unknown graphics format.	(+) D'Grafikformat vum Fichier „%s“ ass onbekannt.	Rephrase if necessary to produce an appropriate translation (use prepositional phrase or different verb).

<p>The application may attempt to convert the graphic.</p>	<p>(+) D'Applikatioun kéint probéieren, d'Grafik ze konvertéieren.</p>	<p>For may + Verb, a conditional can be used.</p>
<p>A problem occurred while trying to connect to the network share "%1!s!".</p>	<p>(+) Problem bei der Verbindung mam gedeelten Netzwierk „%1!s!“.</p>	<p>Shorten and rephrase if necessary. Nominalizations may be possible.</p>
<p>The following error occurred: "%1!s!" (error #%2!lx!)</p>	<p>(+) Feeler: „%1!s!“ (Feeler #%2!lx!)</p>	<p>Shorten this construction where possible.</p>
<p>An unknown error has occurred./No error occurred.</p>	<p>(+) Onbekannte Feeler. / Kee Feeler.</p>	<p>Shorten this construction where</p>

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

Example:

en-US example	lb-LU example
Sending a file	(+) E Fichier gëtt geschéckt
Using Styles	(+) Stiler gi benotzt

5 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 Luxembourgish, 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.

5.1 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. Some accessible products and services may not be available in Luxembourgish-speaking markets. Please double-check with the appropriate resources.

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

5.2 Applications, products, and features

Application/product names are often trademarked or may be trademarked in the future and are therefore rarely translated. Occasionally, feature names are trademarked, too (e.g. IntelliSense™). Before translating any application, product, or feature name, please verify that it is in fact translatable and not protected in any way.

Version numbers

Version numbers always contain a period (e.g. Versioun 4.2). Please note the following punctuation example of "Versioun x.x":

en-US source	lb-LU target
If you are using Microsoft Expression Web 4.0 or later...	(+) Wann Dir Microsoft Expression Web, Versioun 4.0 oder méi nei, benotzt ...

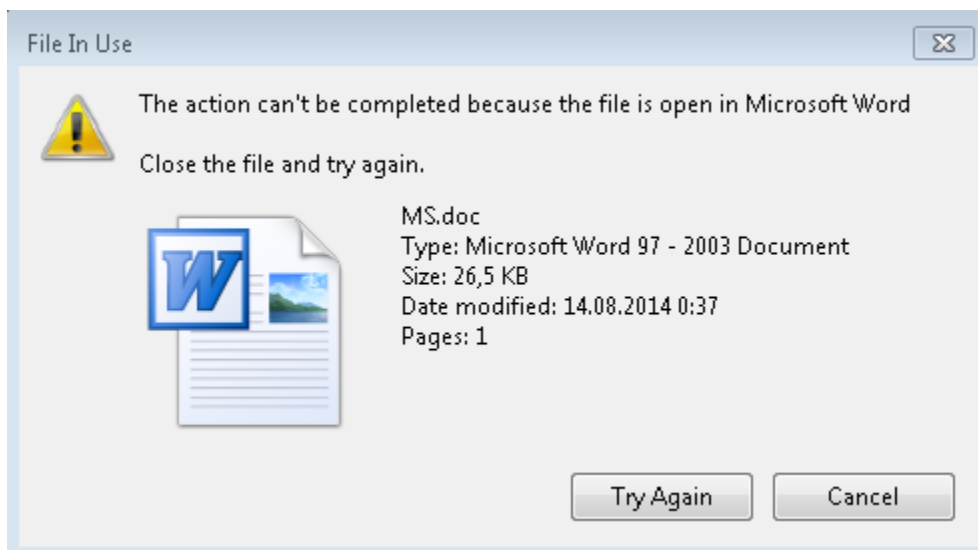
Version numbers are usually also a part of version strings, but technically they are not the same.

5.3 Software considerations

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

5.3.1 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 rebooting 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.

en-US term	Correct lb-LU translation
Oops, that can't be blank...	Ups, dat däerf net eidel sinn...
Not enough memory to process this command.	Net genuch Späicher fir dëse Befeel.

Luxembourgish style in error messages

It is important to use consistent terminology and language style in the localized error messages, and not just translate them as they appear in the US product.

New localizers frequently ask for help with error messages. The main principles for translation are clarity, comprehensibility, and consistency.

Standard phrases in error messages

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

As you localize the software into Luxembourgish, you should ensure that you use a standard phrase for error messages that have the same meaning and purpose in the US-English version.

The following table provides US-English examples of inconsistent error messages and their corresponding, standardized Luxembourgish:

Examples:

en-US	lb-LU	Example	Comment
Cannot ... Could not ...	(+) De Fichier gouf net fonnt	File could not be found File cannot be found	Avoid: Mir konnten de Fichier net fannen

en-US	lb-LU	Example	Comment
Failed to ... Failure of ...	(+) Keng Verbindung	Failed to connect Failure to connect	Avoid: Et ass keng Verbindung méiglech
Cannot find ... Could not find ... Unable to find ... Unable to locate ...	(+) D'Dreiwiersoftware gouf net fonnt	Cannot find driver software Could not find driver software Unable to find driver software Unable to locate driver software	Avoid: Onméiglech d'Dreiwier-Software ze fannen
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	(+) Net genuch Späicher		Avoid: Kee genuch Späicher disponibel
... is not available ... is unavailable	(+) De Fichier ass net disponibel	The file is not available The file is unavailable	Avoid: De Fichier ass net do

Error messages containing placeholders

When localizing error messages containing placeholders, try to find out 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, see examples below:

%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".

en-US example	Message User will see	lb-LU example
Replace invalid %s?	Replace invalid data? Replace invalid file?	(+) %s net gülteg. Ersetzen?
%s already exists	File already exists Name already exists	(+) %s existéiert schonn
%s is now set as your personal contact.	Regina is now set as your personal contact Mr. Kim is now set as your personal contact	(+) De(n)/D'%s ass elo Är nei Kontaktpersoun
%s stopped working and was closed	The application stopped working and was closed The program stopped working and was closed	(+) %s leeft net méi a gouf zougemaach.

5.3.2 Keys

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).

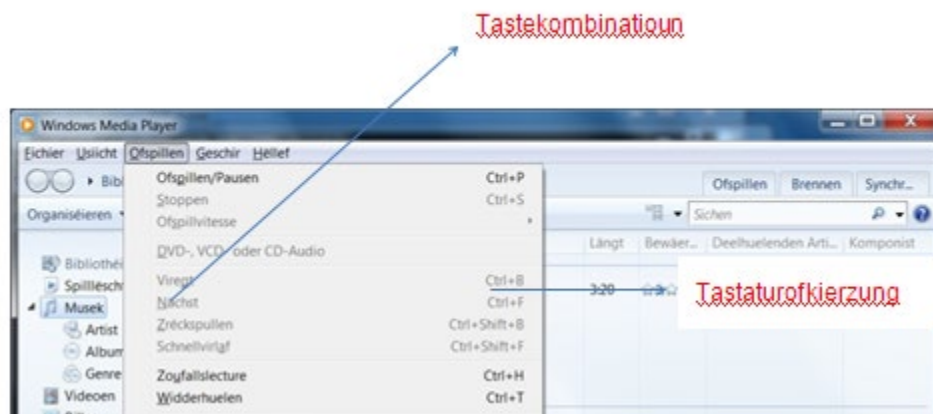
Key names

en-US Key Name	lb-LU Key Name
Alt	Alt
Backspace	Backspace

en-US Key Name	lb-LU Key Name
Break	Break
Caps Lock	Caps Lock
Ctrl	Control
Delete	Delete
Down Arrow	Feil erof
End	End
Enter	Enter
Esc	Esc
Home	Home
Insert	Insert
Left Arrow	Feil no lénks
Num Lock	Num Lock
Page Down	Page Down
Page Up	Page Up
Pause	Pause
Right Arrow	Feil no riets
Scroll Lock	Scroll Lock
Shift	Shift
Spacebar	Espace
Tab	Tab
Up Arrow	Feil erop

en-US Key Name	lb-LU Key Name
Windows key	Windows-Tast
Print screen	Print screen
Menu key	Menustast

5.3.3 Keyboard shortcuts



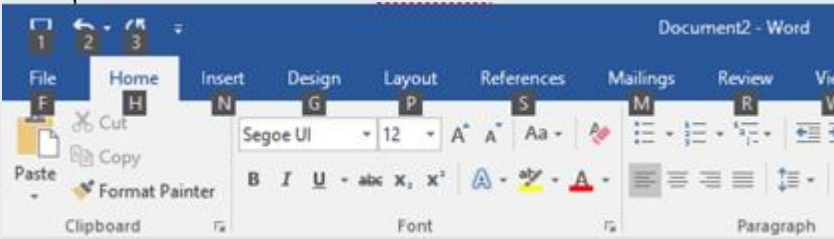
Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to keyboard shortcuts, which help the user to perform tasks more quickly.

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	

Keyboard shortcuts special options	Usage: Is it allowed?	Notes
Extended characters can be used as keyboard shortcuts	yes	Use only if all other possible letters are used already.
An additional letter, appearing between brackets after item name, can be used as keyboard shortcuts	yes	<p>Some keyboard shortcuts are the same as those in the English interface, although the translations do not include the particular letter from the combination.</p> <p>Example from Microsoft Word:</p> <p>Bold = CTRL+B</p> <p>The Lux. menu says: Fett, but the keyboard shortcut is Ctrl + B</p> <p>This would allow for the menu item:</p> <p>Fett (B)</p>
A number, appearing between brackets after item name, can be used as keyboard shortcut	no	
A punctuation sign, appearing between brackets after item name, can be used as keyboard shortcut	no	

Keyboard shortcuts special options	Usage: Is it allowed?	Notes
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. Example: F in Alt+F Example in UI localization: H&ome 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. In UI localization, the key tip is the last character present in the strings after the “” character. 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. Example: Ctrl+N, Ctrl+V</p>

In keyboard shortcuts, most shortcut keys are used with the Ctrl key. Ctrl+letter combinations and function keys (F1 through F12) are usually the best choices for shortcut keys.

5.3.4 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.

5.3.5 Numeric keypad

It is recommended that you avoid distinguishing numeric keypad keys from the other keys, unless it is required by a given application. If it is not obvious which keys need to be pressed, provide necessary explanations.

5.3.6 Shortcut keys

Shortcut keys are keystrokes or combinations of keystrokes used to 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

en-US command	en-US shortcut key	lb-LU command	lb-LU shortcut key
General Windows shortcut keys			
Help window	F1	Hëllefswinster	F1
Context-sensitive Help	Shift+F1	Kontextbezunn Hëllef	Shift+F1
Display pop-up menu	Shift+F10	Pop-Up-Menu uweisen	Shift+F10

en-US command	en-US shortcut key	lb-LU command	lb-LU shortcut key
Cancel	Esc	Ofbriechen	ESC
Activate/Deactivate menu bar mode	F10	Menüsläischtemodus aktivéieren/desaktivéieren	Alt
Switch to the next primary application	Alt+Tab	Op déi nächst Haaptapplikatioun wiesselen	Alt+Tab
Display next window	Alt+Esc	Nächst Fënster uweisen	Alt+ESC
Display pop-up menu for the window	Alt+Spacebar	Pop-Up-Menü fir d'Fënster uweisen	Alt+ESC
Display pop-up menu for the active child window	Alt+-	Pop-Up-Menü fir déi aktiv ennergeuerdent Fënster uweisen	Alt+-
Display property sheet for current selection	Alt+Enter	Proprietéitsblat fir déi aktuell Auswiel uweisen	Alt+Enter
Close active application window	Alt+F4	Déi aktiv Applikatiounsfënster zoumaachen	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Op déi nächst Fënster an der Applikatioun (ouni-Modus-kompatibel) wiesselen	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Dat aktiivt Fënsterbild an de Clipboard setzen	Alt+Prnt Scrn

en-US command	en-US shortcut key	lb-LU command	lb-LU shortcut key
Capture desktop image to the Clipboard	Prnt Scrn	D'Desktopbild an de Clipboard setzen	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	Op de Startknäppchen an der Taskbar zougräifen	Ctrl+ESC
Display next child window	Ctrl+F6	Nächst ennergeuerdent Fënster uweisen	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Nächsten tabuléierte Beräich uweisen	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Den Task-Manager an d'Systeminitialiséierung starte n	Ctrl+Shift+ESC
File menu			
File New	Ctrl+N	Neie Fichier	Ctrl+N
File Open	Ctrl+O	Fichier opmaachen	Ctrl+O
File Close	Ctrl+F4	Fichier zoumaachen	Ctrl+F4
File Save	Ctrl+S	Fichier späicheren	Ctrl+S
File Save as	F12	Fichier späicheren enner	F12
File Print Preview	Ctrl+F2	Fichier-Drockvirusiicht	Ctrl+F2
File Print	Ctrl+P	Fichier drécken	Ctrl+P
File Exit	Alt+F4	Fichier verlossen	Alt+F4
Edit menu			

en-US command	en-US shortcut key	lb-LU command	lb-LU shortcut key
Edit Undo	Ctrl+Z	Bearbechtung réckgängeg maachen	Ctrl+Z
Edit Repeat	Ctrl+Y	Bearbechtung widderhuelen	Ctrl+Y
Edit Cut	Ctrl+X	Bearbechtung ausschneiden	Ctrl+X
Edit Copy	Ctrl+C	Bearbechtung kopéieren	Ctrl+C
Edit Paste	Ctrl+V	Bearbechtung apechen	Ctrl+V
Edit Delete	Ctrl+Backspace	Bearbechtung läschen	Ctrl+Backspace
Edit Select All	Ctrl+A	Bearbechtung ganz auswielen	Ctrl+A
Edit Find	Ctrl+F	Bearbechtung sichen	Ctrl+F
Edit Replace	Ctrl+H	Bearbechtung ersetzen	Ctrl+H
Edit Go To	Ctrl+B	Bearbechtung; Goen op	Ctrl+B
Help menu			
Help	F1	Hëllef	F1
Font format			
Italic	Ctrl+I	kursiv	Ctrl+I
Bold	Ctrl+G	fett	Ctrl+G
Underlined\Word underline	Ctrl+U	Ënnerstrach/Wuert ënnersträichen	Ctrl+U
Large caps	Ctrl+Shift+A	Grouss Groussbuschtawen	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Kleng Groussbuschtawen	Ctrl+Shift+K

en-US command	en-US shortcut key	lb-LU command	lb-LU shortcut key
Paragraph format			
Centered	Ctrl+E	zentréiert	Ctrl+E
Left aligned	Ctrl+L	Lénks ausgeriicht	Ctrl+Shift+G
Right aligned	Ctrl+R	Riets ausgeriicht	Ctrl+Shift+D
Justified	Ctrl+J	Blocksaz	Ctrl+J

5.4 Voice video considerations

A good Microsoft voice video addresses only one intent (one customer problem), is not too long, has high audio quality, has visuals that add to the information, and uses the right language variant/dialect/accents in voiceover.

Successful techniques for voicing video content

- Focus on the intent. Show the best way to achieve the most common task and stick to it.
- Show empathy. Understand and acknowledge the viewer’s situation.
- Use SEO (Search Engine Optimization). Include search phrases in the title, description, and headers so that people can easily find the topic.
- Talk to the customer as if (s)he is next to you, watching you explain the content.
- Record a scratch audio file. Check for length, pace and clarity.

5.4.1 Video voice checklist

5.4.1.1 *Topic and script*

- Apply the following Microsoft voice principles:
 - Single intent
 - Clarity
 - Everyday language
 - Friendliness
 - Relatable context

5.4.1.2 *Title*

- Includes the intent
- Includes keywords for search

5.4.1.3 *Intro: 10 seconds to set up the issue*

- Put the problem into a relatable context

5.4.1.4 *Action and sound*

- Keep something happening, both visually and audibly, BUT...
- ...maintain an appropriate pace
- Synchronize visuals with voice-over
- Fine to alternate between first and second person
- Repetition of big points is fine

5.4.1.5 *Visuals*

- Eye is guided through the procedure
 - Smooth, easily trackable pointer motions
 - Judicious callout use
- Appropriate use of motion graphics and/or branding-approved visuals

5.4.1.6 *Ending*

- Recaps are unnecessary

5.4.2 *Tone*


Use a tone matching the target audience, e.g. more informal, playful and inspiring tone may be used for most Microsoft products, games etc., or formal, informative, and factual in technical texts etc.

5.4.3 *English pronunciation*

5.4.3.1 *General rules*

Generally speaking, English terms and product names left unlocalized in target material should be pronounced the English way. For instance, Microsoft must be pronounced the English way. However, if your language has an established pronunciation for some common term (such as "server") the local pronunciation should be used. Moreover, pronunciation can be adapted to the Luxembourgish phonetic system if the original pronunciation sounds very awkward in Luxembourg. This should however be very

seldom, since many Luxembourgers have a rather good command of English and many use it regularly when dealing with foreigners.

Example	Phonetics
SecurID	[sɪ'kjuəɹ aɪ di:]
.NET	[dot net]
Skype	[s'kaɪp] 

Acronyms and abbreviations

Acronyms are pronounced like real English words, if needed adapted to the local pronunciation. Figures in acronyms are translated to Luxembourgish.

Example	Phonetics
RADIUS	/'ra:dius/
RAS	/ra:s/
ISA	/'i:sa/
LAN	/la:n/
WAN	/wa:n/
WAP	/wap/
MAPI	/'ma:pi/
POP	/pop/
COM+	/kom'plus/
OWA	/o:wa/

Other abbreviations are pronounced letter by letter. They should be pronounced the Luxembourgish way.

Example	Phonetics	Comment
CPU	/tsepe'u:/	
XP	/iks'pe/	e.g. Windows XP, Office XP
URL	/u:εə.'el/	sometimes also "/uəl/"
HTTP	/hatete'pe/	
Rqc.exe	/erku'tse: ,ekse/	
XML	/iksem'el/	
HTML	/hatεem.'el/	
SQL	/esku.'el/	
CD-ROM	/tsede'rom/	
Exceptions to be pronounced the English way		
IIS	/ ,ai ,ai'ess/	
TCP/IP	/ ,ti:zi:pi:'ai:pi:/	
B2B	/bi:tu'bi:/	

5.4.3.2 URLs

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

"www" should be pronounced as "we-we-wee".

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

The slash is pronounced "Slash".

The hyphen is pronounced "Tiret" (like in French) or "Minus" (like in German).

Example	Phonetics	Comment
http://www.microsoft.com	/wewe'we punkt maikrosoft punkt kom/	leave out/punkt/ for advanced users

Punctuation marks

Most punctuation marks are naturally implied by the sound of voice, e.g. ? ! : ; ,

En Dash (–) are used to emphasize an isolated element. It should be pronounced as a comma, i.e. as a short pause. It should not be clothed, i.e. there should be spaces around it.

5.4.3.3 Special characters

Pronounce special characters such as / \ ~ < > + - using the Luxembourgish approved translations approved in the Microsoft Language Portal.