Norwegian (Bokmål) Localization Style Guide

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1 Welcome

Welcome to the *Microsoft Localization Style Guide* for Norwegian (Bokmål). This guide will help you understand how to localize Norwegian (Bokmål) content in a way that best reflects the Microsoft voice.

Before you dive in:

- Make sure you understand the key tenants of the [Microsoft voice](#).
- Familiarize yourself with the recommended [style references](#) in Norwegian (Bokmål).

1.1 Reference material

Unless this style guide or [Microsoft Terminology - Globalization | Microsoft Learn](#) provides alternative instructions, use the orthography, grammar, and terminology in the following publications.

Normative references

Adhere to these normative references. When more than one solution is possible, consult the other topics in this style guide for guidance.

1. Bokmålsordboka, Kunnskapsforlaget, Oslo 2005 (click here for web version)
2. Finn-Erik Vinje: Skriveregler, 9. utgave, bokmål, Aschehoug, 2009

Informative references

These sources may provide supplementary and background information.

1. Tanums store rettskrivningsordbok, Kunnskapsforlaget, Oslo 2015
2. Språkrådet

2 Microsoft voice

Microsoft's brand personality comes through in our voice and tone—what we say and how we say it. The voice used 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 professionals and enthusiasts to casual computer users. Although content might be different for different audiences, the principles of the Microsoft voice are the same. However, the Microsoft voice also requires us to keep 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 the Microsoft voice should extend across Microsoft content for all language locales. Each language has specific choices in style and tone that evoke the Microsoft voice in that language.

2.1 Choices that reflect Microsoft voice

When translating into Norwegian Bokmål, try to reflect the style of the source text while still sounding natural. Avoid literal translations, that is, translations that are too close to the source text. This style guide will show some examples of that.

The general style should be clear, friendly, and concise. Use language that resembles everyday conversation, rather than the formal, technical language that's often used in technical and commercial content.

When you're localizing source text written in the 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 the Microsoft voice has a conversational style, translating the source text literally 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 complete the task.

2.1.1 Flexibility

It's important for translators to modify or rewrite translated strings so that they are appropriate and sound natural to Norwegian Bokmål customers. To do so, try to understand the whole intention of the sentences, paragraphs, and pages, and then rewrite just like you're writing the content yourself. Sometimes, you need to remove unnecessary content.

2.1.2 Word choice

Terminology

Use approved terminology from [Microsoft language resources](#), for example for key terms, technical terms, and product names.

Short word forms and everyday words

Writing US English text in the Microsoft voice means using 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 easy to read quickly. Precise, well-chosen words aid clarity, but it's important to use everyday words that customers are familiar with.

As a general rule for Norwegian Bokmål, don't use words that give the text a stilted, antiquated, or overly formal impression when an adequate synonym exists. If there's a synonym that sounds less technical, use it. Avoid any phrasing that signals that the text was translated if a suitable synonym exists.

en-US source term	Norwegian word/phrase	Preferred Norwegian word/phrase
compliance	overholdelse	Rewrite using a verb phrase suitable for the context, for example, "er i samsvar med"
enables you to	gir deg muligheten til	gjør at du kan / lar deg / med … kan du
use	anvende	bruke

2.1.3 Words and phrases to avoid

The Microsoft voice avoids an unnecessarily formal tone. The following table lists some US English and Norwegian Bokmål words that add formality without adding meaning, along with more common equivalents. Use short and everyday words, and avoid long and complicated technical words if possible, to convey the Microsoft voice.

en-US word/phrase to avoid	Preferred en-US word/phrase	Norwegian word/phrase to avoid	Norwegian word/phrase
attempt	try	forsøke	prøve
execute	run	utføre	kjøre
have an opportunity	can	ha muligheten til	kan
make a recommendation	recommend	gjøre en anbefaling	anbefale
one	you	man	du
refer to	see	referere til	se

subsequent	next	påfølgende	neste
utilize	use	benytte	bruke

2.1.4 Word-for-word translation

To achieve a fluent translation, avoid word-for-word translation. If text is translated literally without an overall understanding of the paragraph or page, the tone will sound stiff and unnatural. The result may be ridiculous or even turn customers away. The text may be split into different sentences if that helps to simplify the translation. Sometimes you can omit descriptors to make the text snappier.

English text	Correct Norwegian translation	Incorrect Norwegian translation
Microsoft Teams allows you to watch your friends while you chat	Med Microsoft Teams kan du se vennene dine mens du chatter	Microsoft Teams lar deg se vennene dine mens du chatter
You must fill in the form before you start	Fyll ut skjemaet før du begynner	Du må fylle inn skjemaet før du starter
Click Start to open the application	Klikk på Start for å åpne programmet	Klikk start for å åpne applikasjonen
This value should be between 0 and 255	Verdien må være mellom 0 og 255	Verdien bør være mellom 0 og 255

2.2 Sample Microsoft voice text

The following sections have examples of source and target phrases that illustrate the intent of the Microsoft voice.

2.2.1 Focusing on the user action

To make choices and next steps obvious for the user, focus on the action that the user needs to take.

US English	Norwegian target	Explanation
The password isn't correct, so try again. Passwords are case-sensitive.	Passordet er ikke riktig, så prøv på nytt. Det skilles mellom store og små bokstaver.	The user has entered an incorrect password, so provide the user with a short and friendly message that they need to try again.
This product key didn't work. Check it and try again.	Produktnøkkelen virket ikke. Kontroller den, og prøv på nytt.	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	Alt er klart	A casual and short message informs the user that setup has completed and the system is ready to start again.
Would you like to continue?	Vil du fortsette?	The second-person pronoun "you" is used 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.	Gi PC-en et navn – et hvilket som helst. Hvis du vil endre bakgrunnsfargen, slår du av høykontrast i PC-innstillinger.	Address the user directly, using the second-person pronoun, to help the user take the necessary action.

2.2.2   Explanatory text and providing support

US English	Norwegian 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.	Oppdateringene er installert, men installasjonsprogrammet for Windows må startes på nytt før de vil fungere. Etter omstarten fortsetter vi der vi slapp.	The language is natural, the way people talk. In this case, the tone is reassuring, letting the user know that we're doing the work. The use

		of "we" strikes a personal tone.
If you restart now, you and any other people using this PC could lose unsaved work.	Hvis du starter på nytt nå, kan du og alle andre som bruker denne PC-en, miste data som ikke er lagret.	The tone is clear and natural, informing the user what will happen if this action is taken.
This document will be automatically moved to the right library and folder after you correct invalid or missing properties.	Dette dokumentet flyttes automatisk til riktig bibliotek og mappe når du har rettet ugyldige eller manglende egenskaper.	The text is informative and clearly and directly tells the user what will happen.
Something bad happened! Unable to locate downloaded files to create your bootable USB flash drive.	Det skjedde noe galt! Finner ikke de nedlastede filene som skal brukes til å lage den oppstartbare USB-stasjonen.	Short, simple sentences inform the user what has happened.

2.2.3   Promoting a feature

US English	Norwegian 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.	Bildepassord er en ny måte å beskytte berøringsskjerm-PC-en din på. Du velger bildet, og bevegelsene du bruker med det, til å opprette et passord som er unikt for deg.	**Promoting a specific feature** To promote the picture password feature, the text lists the requirements needed to enable the feature. The parenthetical statement clarifies and emphasizes the requirements.
Let apps give you personalized content based on your PC's location, name, account picture, and other domain info.	La apper gi deg tilpasset innhold basert på PC-ens plassering, navnet og kontobildet ditt.	**Promoting the use of apps** Depending on the context, commonly used words (such as "PC") can

		help make the text sound familiar and friendly.

2.2.4 Providing how-to guidelines

US English	Norwegian target	Explanation
To go back and save your work, click Cancel and finish what you need to.	Vil du gå tilbake og lagre arbeidet, klikker du på Avbryt og gjør ferdig det som trengs.	The second-person pronoun and short, clear direction help the user understand what to do next.
To confirm your current picture password, just watch the replay and trace the example gestures shown on your picture.	Du bekrefter gjeldende bildepassord ved å se på avspillingen og gjenta bevegelsene som vises på bildet.	The tone 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. When you connect to the internet, we'll activate Windows for you.	Det er på tide å skrive inn produktnøkkelen. Når du kobler til Internett, aktiverer vi Windows for deg.	The second-person pronoun "you" and direct, natural language clearly tell the user about the product key.

3 Inclusive language

Microsoft technology reaches every part of the globe, so it's critical that all our communications are inclusive and diverse. These guidelines provide examples on how to use inclusive language and avoid habits that may unintentionally lead to marginalization, offense, misrepresentation, or the perpetuation of stereotypes.

General guidelines

Comply with local language laws.

Use plain language. Use straightforward, concrete, and familiar words. Plain and accessible language will help people of all learning levels and abilities. Some examples include using a two-syllable word over a three-syllable word or several clear words instead of one complicated term or concept.

Be mindful when you refer to various parts of the world. If you name cities, countries, or regions in examples, make sure they're not politically disputed. In examples that refer to several regions, use equivalent references—for example, don't mix countries with states or continents.

In text and images, represent diverse perspectives and circumstances. Depict a variety of people from all walks of life participating fully in activities. Show people in a wide variety of professions, educational settings, locales, and economic settings.

Don't generalize or stereotype people by region, culture, age, or gender, not even if the stereotype is positive. For example, when representing job roles, choose names that reflect a variety of gender identities and cultural backgrounds.

Don't use profane or derogatory terms.

Don't use slang that could be considered cultural appropriation.

Don't use terms that may carry unconscious racial bias or terms associated with military actions, politics, or controversial historical events and eras.

Use this	Not this	Use this	Not this
English examples		Target examples	
expert	guru	ekspert	guru
colleagues; everyone; all	guys; ladies and gentlemen	kolleger, alle sammen	damer og herrer
parent	mother or father	forelder	mor eller far

3.1 Avoid gender bias

Use gender-neutral alternatives for common terms. Avoid the use of compounds containing gender-specific terms.

The table below contains examples of gender-biased words or compounds that should be avoided in Norwegian Bokmål and the alternative that should be used to promote gender inclusivity.

Use this	Not this	Comments
Target examples		
talsperson	talsmann	One of several examples where replacing *mann* with *person* will make the term gender neutral.
ombud	ombudsmann	Removing *mann* altogether makes the term gender neutral, and also snappier.
leder	formann	Suggested by Språkrådet, carries the same meaning.
forsker, naturviter etc.	vitenskapsmann	Suggested by Språkrådet. These are also more precise terms than the more general *vitenskapsmann*.
administrasjonssjef	rådmann	Suggested by Språkrådet, already in use in legal texts.
statsansatt	tjenestemann	Suggested by Språkrådet, already in use in legal texts.

When presenting generalization, use plural noun forms (for example, *personer, folk, studenter*, etc.).

Don't use gendered pronouns (*hun, henne, han, ham, etc.*) in generic references. Instead:

- Rewrite to use the second or third person (*du, man, vedkommende, noen*).
- Rewrite the sentence to have a plural noun and pronoun.
- Refer to a person's role (*bruker, ansatt, kunde* or *klient,* for example).
- Use *person* eller lignende.

Use this	Not this	Use this	Not this
English examples		**Target examples**	
A user with the appropriate rights can set other users' passwords.	If the user has the appropriate rights, he can set other users' passwords.	En bruker med de nødvendige rettighetene kan angi passord for andre brukere.	Dersom brukeren har de nødvendige rettighetene, kan han angi passord for andre brukere.

Developers need access to servers in their development environments, but they don't need access to the servers in Azure.	A developer needs access to servers in his development environment, but he doesn't need access to the servers in Azure.	Utviklerne trenger tilgang til serverne i utviklingsmiljøene, men de trenger ikke tilgang til serverne i Azure.	En utvikler trenger tilgang til serverne i utviklingsmiljøene, men han trenger ikke tilgang til serverne i Azure.
To call someone, select the person's name, select Make a phone call, and then choose the number you'd like to dial.	To call someone, select his name, select Make a phone call, and then select his number.	For å ringe noen må du velge personens navn, velge Ring og deretter velge nummeret du vil ringe.	For å ringe noen må du velge navnet hans, velge Ring og deretter velge nummeret du vil ringe.

In Norwegian, the new gender-neutral pronoun 'hen' is also OK to use in generic references to a single person (although the genitive form *hens* is not recommended). It has recently been included in Norwegian dictionaries and has also been adopted by major IT companies.

When you're writing about a real person, use the pronouns that the person prefers, whether it's *han, hun, hen, de* or another pronoun. It's OK to use gendered pronouns (like *han, hun, hans,* and *hennes*) when you're writing about real people who use those pronouns themselves.

Note: Gender-neutral language should be used in new products and content going forward, but it's acceptable that we don't update all existing or legacy material.

3.2 Accessibility

Microsoft devices and services empower everyone, including people with disabilities, to do the activities they value most.

Focus on people, not disabilities. Don't use words that imply pity, such as *rammet av* or *lider av.* The preferred option is not to mention a disability unless it's relevant.

Use this	Not this	Use this	Not this
English examples		Target examples	
person with a disability	handicapped	person med nedsatt funksjonsevne	handikappet, funksjonshemmet
person without a disability	normal person; healthy person	person uten nedsatt funksjonsevne	normal person, frisk person, sunn person

Use generic verbs that apply to all input methods and devices. In procedures and instructions, avoid verbs that don't make sense with alternative input methods used for accessibility.

Use this	Not this	Use this	Not this
English examples		Target examples	
Select	Click	Velg	Klikk

Keep paragraphs short and sentence structure simple. Use an active sentence structure instead of a passive sentence structure. Read text aloud and imagine it spoken by a screen reader.

Spell out words like *pluss* and minus. Screen readers can misread text that uses special characters like the plus sign (+) and minus sign (–).

4 Language-specific standards

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

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 user interface (mainly the names of buttons and options) because of lack of space. This can be done in the following ways.

Avoid using abbreviations unless they're absolutely necessary due to lack of space. Abbreviations aren't normally used in running text, so you should spell out phrases like *for eksempel* and *og så videre*. However, do use common abbreviations in bracketed text (*f.eks. slik som denne osv.*).

Use conventional abbreviations when possible, and abbreviate using periods, except for "kr" (kroner) and measuring units ("km"). Try to abbreviate words after a consonant or a cluster of consonants ("eks.", "subst.").

For a list of common abbreviations, see Vinje's *Skriveregler*.

Example:

Expression	Acceptable abbreviation
for eksempel	f.eks.
cirka	ca.
klokken	kl.

4.1.2 Acronyms

Acronyms are words that are 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) and NATO (North Atlantic Treaty Organization). Most acronyms aren't translatable.

DNS, USB, SDK are examples of abbreviations where the letters are pronounced separately. These are more correctly called initialisms, not acronyms.

Localized acronyms

When acronyms are localized, the gender is usually masculine. They also tend to get the same gender as the last or main word in the acronym, but there's no strict rule about this.

Example:

en-US source	Norwegian target
PIN code	PIN-kode

Unlocalized acronyms

Acronyms that remain in English should be explained in parentheses the first time they occur, or you can use the full term with the acronym in parentheses. Then you can use the acronym alone throughout the rest of the text.

Example: En programinformasjonsfil (PIF) inneholder informasjon om hvordan et program utnytter skjermen, minnet og andre ressurser. PIF-en er lagret …

Write the description in English unless a translation gives the same acronym.

Examples: PIF (programinformasjonsfil), RAM (Random Access Memory)

If a Norwegian term exists, you can write this term, followed by the acronym and then an English description in parentheses if necessary.

Example: lokalnett (LAN – Local Area Network)

Some English abbreviations aren't abbreviations in Norwegian:

en-US source	Norwegian target
ASAP	snarest

Remember that you don't have to include the English acronym if you think that it's unnecessary. For example, depending on the context, "PSTN" could be translated as just "det offentlige telefonnettverket" instead of "PSTN (Public Switched Telephone Network – det offentlige telefonnettverket)".

Case

Acronyms are written in uppercase.

Examples: PC, WAP

Inflection

In line with official Norwegian orthography, a hyphen should be used before the inflection ending of acronyms.

Example: en PC – PC-en – PC-er – PC-ene

4.1.3 Adjectives

According to Bokmålsordboka, some participles ending in *-et* can have an optional *-en* or *-et* ending in the masculine and feminine singular, but we use *-et* where possible:

Indefinite	Definite
en utskåren rose	den utskårne rosen
et utskåret fat	det utskårne fatet
utskårne roser/fat	de utskårne rosene/fatene

For participles ending in *–et*, use *-ede* in the definite form and plural:

Indefinite	Definite
et koblet dokument	det koblede dokumentet
en skadet fil	den skadede filen
koblede dokumenter	de koblede dokumentene
skadede filer	de skadede filene

This also allows us to distinguish participles from true adjectives:

"Hakkede tomater" is what we can buy in a can, whereas "hakkete tomater" appears to be not yet offered for sale.

Note some common errors:

(+) gjenvunne artikler
(-) gjenvunnede artikler

As you can see, these are irregular verbs (vinne, vant).

Participles in a predicative position (after a dependent verb) aren't inflected for number. Use the indefinite singular form. Adjectives in this position do need to be inflected.

Participles (no inflection)	Adjectives (inflection)
De var interessert/begeistret/nedtrykt. Meldingene er sendt.	De to tallene er tilfeldige. Opplysningene er korrekte. Filene er tilgjengelige for nedlasting.

Note that participles in the predicative position aren't inflected even when they occur in combination with adjectives:

Use	Don't use
(+) Filene er tomme og skrivebeskyttet.	(-) Filene er tomme og skrivebeskyttede.

Adjectives are also inflected for number in regular prepositional phrases:

Examples
De var oppmerksomme på … De var glade i …

A sentence often sounds better in Norwegian if you use a relative clause rather than a preceding participle:

English	Translation	Don't use
Attach certificates with newly added signatures.	(+) Legg ved sertifikater med signaturer som nylig er lagt til.	(-) Legg ved sertifikater med nylig tillagte signaturer.

Possessive adjectives

The use of possessives (*eiendomspronomen*) is more common in the English language than in Norwegian. "Din", "ditt", "dine" should be omitted from Microsoft products unless needed for clarity. If it's included, the possessive is placed *after* the word it modifies to avoid a formal style that's inappropriate in Microsoft content.

English	Translation	Don't use	Comment
Open your document from your personal folder	(+) Åpne dokumentet fra den personlige mappen din	(-) Åpne ditt dokument fra din personlige mappe	Omit the first possessive. Include the second possessive for clarity.
Contact your system administrator	(+) Kontakt systemansvarlig	(-) Kontakt din systemansvarlige	Omit the possessive.
your favorite tools	(+) favorittverktøyene dine	(-) dine favorittverktøy	Include the possessive for clarity. It should be placed *after* the word it modifies.

However, note that the possessive should be placed before the word it modifies if there is an explicit or implicit contrast:

If you've received a reply to a message that was not sent from your account, there are two possibilities:	
Hvis du har mottatt et svar på en melding som ikke ble sendt fra din konto, er det to muligheter:	*Contrasting with other accounts.*
Hvis du har mottatt et svar på en melding som ikke ble sendt fra kontoen din, er det to muligheter:	*Contrast lost.*
Hvis du har mottatt et svar på en melding som ikke ble sendt fra kontoen, er det to muligheter:	*Unidiomatic.*
What's your experience in my industry?	

Hvilken erfaring har dere fra min bransje?	*Contrasting with other industries.*
Hvilken erfaring har dere fra bransjen min?	*Contrast lost.*

Here's another example of the nuances that the placement of the possessive pronoun may indicate:

Advarsel: Denne versjonen er ikke kompatibel med din mobiltelefon.
This means that the version is compatible with some or most mobile phones, but not the specific mobile phone that you're using.

Advarsel: Denne versjonen er ikke kompatibel med mobiltelefonen din.
This really means that the version might be compatible with something else that you own (such as your computer or your car), which isn't the intended meaning in English.

4.1.4   Articles

The indefinite article is often omitted in Norwegian. The plural is often used instead.

English	Translation	Don't use
You have to be logged on as an Administrator	(+) Du må være logget på som administrator	(-) Du må være logget på som en administrator
Formatting a document	(+) Formatere dokumenter	(-) Formatere et dokument
If you have a problem …	(+) Hvis du har problemer …	(-) Hvis du har et problem …

Articles for terms borrowed from English

To choose the appropriate article for an English loanword that has been used in Microsoft products before, consider the following options:

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

The internet may be a helpful reference here.

Always consult [Microsoft Terminology - Globalization | Microsoft Learn](#) to confirm the use of a new loanword and its proper article to avoid inconsistencies.

Example:

Indefinite singular	Definite singular	Indefinite plural	Definite plural
en server	serveren	servere	serverne
en chat	chatten	chatter	chattene
en SKU	SKU-en	SKU-ene	SKU-ene

4.1.5 Capitalization

In Norwegian, only proper nouns and the first letter of a sentence are capitalized, unless a whole word or sentence is capitalized for emphasis. In headings, menus, and dialog boxes, just the first letter is capitalized. Only use initial capital letters for the following:

- Commands and names of buttons, lists, and items in dialog boxes
- Proper nouns
- The first word of a sentence or a heading
- The first word of a numbered or bulleted list that's a complete sentence
- After a colon when it's followed by a complete sentence with a subject and a verb

In legal documents such as license agreements, you should *not* follow the English-language convention of capitalizing terms, even terms that are expressly defined in the document and capitalized throughout. If you absolutely must make a certain word stand out, use **bold formatting.**

4.1.6 Compounds

Generally, compounds should be understandable and clear to the user. Avoid excessively long and complex compounds. Keep in mind that compounds that are hard to understand diminish usability.

When creating an ad-hoc compound, try to follow the same pattern found in other, everyday compounds, particularly regarding the use of linking S or E: If it's called "muselort, musefelle, musevise," it should also be called "museknapp," not "musknapp." Also note that the linking letter can make a difference in meaning, particularly with compounds that consist of three or more words: "Dameskinnhanske" means "leather glove for ladies" while "dameskinnshanske" literally means "glove made from women's

skin." This is because the linking S implies the reading "dameskinn+hanske" rather than "dame+skinnhanske." Finally, be aware that this S sometimes is silent in speech, namely when the following compound element starts with an S. The correct spelling is "nettstedssamling" because we probably would say "nettstedsansvarlig."

Use a connective *hyphen-e* where possible:

Use	Don't use
(+) museknapp	(-) musknapp
(+) hjelpeemne	(-) hjelpemne, Hjelp-emne
(+) tastekombinasjon	(-) tastkombinasjon

In combinations with digits preceding a genitive, use a hyphen between the digit and the genitive and a space between the genitive and what follows it. Note that the grammatical number is defined by the cardinal number.

Note: The space after the genitive is omitted in the definite form. Consider paraphrasing if this results in a very long or complex construction.

Use	Don't use
(+) 10-punkts skrift	(-) 10 punkts skrift
(+) 32-biters versjon	(-) 32-bitersversjon
(+) 9-pinners kontakt	(-) 9-pinnes kontakt
(+) 1-persons datamaskin	(-) 1-personers datamaskin
Definite form: (+) 10-punktsskriften	(-) 10-punkts skriften

4.1.7 Genitive

Paraphrasing, often with prepositions, is recommended whenever possible. The "*s*" *genitive* can be used and is particularly useful when there are length restrictions. In general, the "*sin*" *genitive* should be avoided in Norwegian Bokmål, though it can sometimes be useful, such as in the example below.

English	Use	Possible	Don't use
You deleted the file's folder	(+) Du slettet mappen som filen lå i	Du slettet filens mappe	(-) Du slettet filen sin mappe
Check your document's changes	(+) Kontroller endringene i dokumentet	Kontroller dokumentet s endringer	(-) Kontroller dokumentet sine endringer
the product's website	(+) nettstedet for produktet	produktets nettsted	(-) produktet sitt nettsted
the document's recovery	(+) gjenopprettingen av dokumentet	dokument- gjenopprettingen	(-) dokumentets gjenoppretting / dokumentet sin gjenoppretting

We need to avoid errors like this: Du er invitert til å se Thomass fotoalbum.

Therefore:

You have been invited to see [username]'s photo album.
(+) Du er invitert til å se [username] sitt fotoalbum.
(+) Du er invitert til å se fotoalbumet til [username].
(-) Du er invitert til å se [username]s fotoalbum.

Don't attach a genitive *s* to (trademarked) product names. This is viewed as a modification of such names.

4.1.8 Localizing colloquialism, idioms, and metaphors

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

To express the intent of the source text appropriately, choose from the following options:

- Don't attempt to replace the source colloquialism with a Norwegian Bokmål colloquialism that means the same thing unless it's 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 colloquialism), 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.

4.1.9 Nouns

Inflection

As a general rule, we use the two-gender system. That means that all singular nouns that in official Bokmål have the option of ending in *-a,* should end in *-en.*

Indefinite	Definite
en håndbok	håndboken
en mus	musen

However, a small number of nouns usually, or even exclusively, take the *-a* ending in written Bokmål. These are generally the nouns where the *-a* ending was compulsory as the main form (*hovedform*) for a long time, namely from 1938 until 2005. (Some are still compulsory in Riksmålsordboken).

Indefinite	Definite
en bikkje	bikkja
en bygd	bygda
en fjær	fjæra
en fjære	fjæra
en greie	greia
en hytte	hytta

en jente	jenta
en kone	kona
en ku	kua
en lomme	lomma
en moro	moroa
en pumpe	pumpa
en øy	øya

Neuter words ending in -*er, -el,* or -*en:* In the definite singular form, when optional, use contracted forms for words that consist of three or more syllables.
Don't use contracted forms for shorter words.

Indefinite	Definite
et filter	filteret
et eksempel	eksemplet
et kapittel	kapitlet

Plural formation

For neuter nouns that can have a zero or marked ending in the indefinite plural, use a marked plural ending for all nouns where this is possible, including monosyllabic ones.

Singular	Plural
et felt	flere felter
et punkt	flere punkter
et alternativ	flere alternativer
et program	flere programmer
et album	flere albumer
et eksempel	flere eksempler

Note: *Et verktøy – flere verktøy*

Note the following plurals:

Singular	Don't use	Use
et lager	flere lager	flere lagre
et lager	flere lagere	flere lagre
et nummer	flere nummer	flere numre
et nummer	flere nummere	flere numre

Inflection of neuter words ending in -um and -ium:

Indefinite singular	Definite singular	Indefinite plural	Definite plural
et kvantum	kvantumet	kvanta	kvantaene
et kriterium	kriteriet	kriterier	kriteriene

When a word can have an optional -ere or -re ending in the indefinite plural, use -ere:

Indefinite singular	Definite singular	Indefinite plural	Definite plural
en kalender	kalenderen	kalendere	kalenderne
en parameter	parameteren	parametere	parameterne

4.1.10 Numbers

This topic includes guidelines for when to use numerals (the symbols that represent a number—for example, *1, 2, 3,* and *234*) and when to spell out numbers (for example, *one, two, three,* and *two hundred thirty-four*).

Numbers may be written as numerals or spelled out.

It's common in Norwegian to spell out numbers one through twelve, so it's OK to do so in the localized text. However, avoid using a mix of numerals and spelled-out numbers in the same text.

If simple and more complex numbers are used in the same text, numerals are preferred.

4.1.11 Prepositions

Be careful to use prepositions correctly in the translated text. Many translators, influenced by the English source text, omit them or change the word order.

Note in particular that "på" should now be used after "klikke," "dobbeltklikke," and "trykke."

Term	Example phrase and preposition
bruke	noe til noe (means)
bruke	noe for å gjøre noe (purpose)
dobbeltklikke	på noe
farge	på noe
feil	i linje 13
innholdet	i filen i dokumentet på utklippstavlen
installere	på harddisken på nettverket fra Internett
klikke	på en knapp på museknappen i et vindu i et felt i rullefeltet på noe på lysbildet på noe på verktøylinjen

komponent	i listen
lagre	i en mappe på en harddisk
legge til	noe i listen
liste	over brukere
skrive	i et dokument i et felt på figuren
stå/være	på menyen
trykke	på en tast på F1
utseende	på noe
velge	på menyen fra listen

4.1.12 Punctuation

General punctuation rules should be followed. Refer to Vinje's *Skriveregler*.

Bulleted lists

When each bullet is short, use lowercase for the first letter. Each item also starts with a lowercase letter when the items in the bulleted list, together with the introductory phrase, form a complete sentence. The introductory text should **not** end with a colon, and the text in the bullets should **not** end with a period.

Example:

I denne teksten skal du finne

- tema
- virkemidler

De tar stilling til hvordan

- ressurser skal fordeles
- fellesoppgaver skal løses

If the introductory text or the items in the bulleted list are complete sentences, the introductory text needs to end with a colon. In that case, the text in the bullets needs to start with an uppercase letter and end with a period or other punctuation.

Example:

Svar på disse spørsmålene:

1. Hva er temaet i denne teksten?
2. Hvor mener du at vendepunktet er?
3. Hva skjer med helten?

Store deler av samfunnet måtte endres:

- Grunnloven måtte forbedres.
- Et nytt byråkrati måtte bygges opp.
- Skatte- og avgiftssystemet måtte endres.

Comma

When a comma is optional, we usually include it. This applies to short, conjunctive main clauses, particularly imperative clauses:

Example:

Merk et emne, og klikk på Vis.

Colon

Use a colon before examples and instructions for clarification.

Example
I dette kapitlet beskrives hvordan du kan gjøre følgende:
- kontrollere stavemåte
- bruke synonymordboken

Semicolon

Semicolons are often seen in US English, but they're rarely used in Norwegian. Use a period or a comma instead.

English	Translation
This could be a complete sentence; this could be another one.	Dette kan være en fullstendig setning. Det kan dette også være.
Twelve workers started the project; only five remain.	Tolv stykker begynte på prosjektet, men nå er det bare fem igjen.

Dashes and hyphens

Three different dash characters are used in English: the hyphen, the en dash, and the em dash.

Hyphen

The hyphen is used to divide words between syllables, to link parts of a compound word, and to connect the parts of an inverted or imperative verb form. In Norwegian, the hyphen is used to clarify potentially confusing compounds and in combinations with abbreviations, digits, symbols, certain loanwords, and similar constructions.

Examples
Vis-menyen
produkt-ID
386-utvidet modus
alt-i-ett-pakke

Use a hyphen when a combined construction consists of one implicit part. The hyphen is used to indicate the implicit part. The full and the contracted part have to be of the same type.

Use	Don't use
(+) grunnversjon og avansert versjon	(-) grunn- og avansert versjon
(+) maskin- og programvare	(-) maskin og programvare
(+) papirretning og -størrelse	(-) papirretning og størrelse

Use a hyphen in combinations of digits, acronyms, and proper nouns:

Example
16-pinners kontakt
12-punkts skrift
OLE-kobling
Microsoft-program
Word-fil

Remember to use a nonbreaking space whenever necessary to avoid awkward line breaks.

En dash

In English and in Norwegian, the en dash (ANSI 0150) is used as a minus sign, usually with spaces before and after. 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
Side 114–200

The en dash is also used as a minus symbol (–):

Example
–12 kr Bruttoinntekt – Kostnader = Nettoinntekt

En dashes (*tankestreker*) can be used instead of parentheses or instead of commas around appositional phrases. The en dash should always be surrounded by spaces. Use en dashes sparingly. Commas are often better.

Em dash

The em dash (ANSI 0151) is used in English, but never in Norwegian.

Ellipsis (suspension points)

Ellipses are often used following software commands in the user interface. To save space, don't insert a space before an ellipsis used in the user interface.

Example
Lagre som…

Ellipses are used to indicate an incomplete statement or the omission of a word or words. These ellipses should have a space before them.

Example
Lagre filen i denne mappen hvis du vil …   Vent litt …   Dokumentet skrives ut …

Quotation marks

Quotation marks aren't as common in Norwegian as they are in English. They can be used when referring to things like error messages, but not in the following cases:

- Don't use quotation marks to refer to software references, or to chapters or sections in Norwegian user assistance material.

Example:

English	Translation
See "Deleting files."	Se Slette filer.
Click "Table" on the "Insert" tab.	Klikk på Tabell på Sett inn-fanen.

When you need to use quotation marks in Norwegian, use chevrons by default, « »
(Alt+0171 «; Alt+0187 »).

Parentheses

In English and Norwegian, there's no space between the parentheses and the text inside
them. Parentheses can be used to clarify examples or explain acronyms.

Example
I stedet for å skrive filtypen kan du bruke stjerne (*).
SDK (Software Development Kit)

4.1.13 Sentence fragments

In Norwegian, you can use sentence fragments to convey the Microsoft voice. They
should mainly be used for frequently repeated phrases, for instance links, in user
assistance material, and webpages. Sentence fragments can also be used where space is
restricted.

However, don't use sentence fragments excessively in Norwegian. When used too much,
sentence fragments can make the text sound ungrammatical and unpolished.

en-US source text	Norwegian long form	Norwegian sentence
Go to the next item?	Vil du gå til neste element?	Gå til neste?
Do this:	Bruk disse trinnene:	Gjør følgende:
Reopen file?	Vil du åpne filen på nytt?	Åpne filen på nytt?
Delete file?	Vil du slette filen?	Slette filen?

4.1.14 Split infinitive

Don't separate the infinitive marker from the verb in the following example.

Use	Don't use
(+) Du har valgt ikke å registrere programmet.	(-) Du har valgt å ikke registrere programmet.

However, disregard the previous rule if there's a risk of ambiguity. This may arise in certain past tense constructions.

English	Use	Don't use
You chose not to restore the original versions of the files.	(+) Du valgte å ikke gjenopprette originalversjonene av filene.	(-) Du valgte ikke å gjenopprette originalversjonene av filene.

4.1.15 Symbols and nonbreaking spaces

To avoid awkward line breaks, use a nonbreaking space (Ctrl+Skift+Mellomrom) between a number and the unit of measure, as a thousand separator, in phone numbers, between product name and version number, and similar places.

Examples
6 MB
kr 1 350 000
tlf. 22 02 25 00
Microsoft Office 365

Ampersand (&)

For the ampersand symbol - always translate "&" as "and" when it refers to running text. Do not keep "&" in the target, unless it is part of a tag, placeholder, shortcut or other type of code.

4.1.16 Translation of Obs! Tips! Advarsel! (Note/Hint/Warning)

These words are used to highlight something important. In English, they may be followed by an exclamation point, a colon, or no punctuation. In the translated text, always use an exclamation point for consistency.

Sometimes "Note:" appears in the middle of a segment that consists of several sentences. In this case, it's more natural to say «Merk at ...».

English	Translation
Attention, Note, Notes	Obs!
Caution	Forsiktig!
Error	Feil!
Important	Viktig!
Tip, Tips, Hint, Hints	Tips!
Warning	Advarsel!

In past style guides, these words were followed by two spaces. **Use only one space between these words and any following strings**—for example, Obs! Filen lagres ikke før du klikker på Lagre.

In UA texts, such as support articles, these words often appear on a separate line.

4.1.17 Verbs

The US English source text uses simple verb tenses to support the clarity of the Microsoft voice. The easiest tense to understand is the simple present, like we use in this guide. Avoid the future tense unless you're describing something that really will happen in the future, and the simple present tense isn't accurate. Use the simple past tense when you describe events that have already happened.

The following conjugation patterns are used in Norwegian:

Infinitive	Present	Past	Perfect
bygge	bygger	bygde	bygd
skade	skader	skadet	skadet
lage	lager	laget	laget
telle	teller	telte	telt

øke	øker	økte	økt
kreve	krever	krevde	krevd

Conjugation of some frequently used verbs:

Infinitive	Present	Past	Perfect
be	ber	bad	bedt
dra	drar	dro	dratt
gi	gir	gav	gitt
stå	står	stod	stått
trykke	trykker	trykte	trykt

When using *s* verbs (passive voice) in the present tense, monosyllabic words take the short form and multisyllabic words take the long form, with a few exceptions.

Present tense
gis
tas
trengs
finnes
skrives
synes
sies
ses (ikke *sees*)

In English, ongoing processes are usually expressed with a gerund. This can also be used in Norwegian Bokmål, but the gerund is often turned into a regular verb form.

English	Translation
Editing images	Redigere bilder
… when saving your document	… ved lagring av dokumentet / … når du lagrer dokumentet

Norwegian -*ing* verbs are used to refer to an action, whereas -*ning* and -*sjon* are nominal forms that generally refer to the result of an action.

English	Translation
publication	publisering (action) / publikasjon (result)
program installation	installering av program (action) / programinstallasjon (result)

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 Norwegian Bokmål, using idiomatic syntax and terminology, yet maintain a high level of terminological consistency, so as to guarantee the maximum user experience and usability for our customers.

Avoid using abbreviations unless they're absolutely necessary due to lack of space. Abbreviations are normally not used in running text, so you should spell out phrases like "*for eksempel*" and "*og så videre.*"

Note that UI strings may require the use of abbreviations due to length limitations. A very common abbreviation is "kl." for "klokken"—for example, "I morgen kl. {0}."

Use conventional abbreviations when possible, and abbreviate using periods, except for "kr" (kroner) and measuring units ("km"). Try to abbreviate words after a consonant or a cluster of consonants ("eks.," "subst.").

For a list of common abbreviations, see Vinje's *Skriveregler*.

5.1 Accessibility

Accessibility options and programs 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 aren't available in Norwegian Bokmål–speaking markets. If you have questions about the availability of a specific accessibility product or service, 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

The names of applications and products are often trademarked or may be trademarked in the future and are therefore rarely translated. Occasionally, feature names are trademarked, too (for example, IntelliSense).

Version numbers

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

US English	Norwegian target
Version 4.2	Versjon 4.2

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

Translation of version strings

Product, feature, and component names are often located in the so-called "version strings" as they appear in the software.

Version strings that contain copyright information should always be translated.

Example:

US English	Norwegian target
© 2022 Microsoft Corporation. All rights reserved.	© 2022 Microsoft Corporation. Med enerett. Always refer to [Microsoft Terminology - Globalization | Microsoft Learn](#) to check the correct translations.

5.3 Copilot predefined prompts

Copilot prompts are the instructions or questions you use to tell Copilot what you want it to do. You can ask Copilot to create or edit content, ask questions, summarize information, and catch up on things.

Across various Microsoft products, you will find an array of predefined prompts designed to guide users in creating, learning, and using Microsoft Copilot.

Best practices for the localization of Copilot predefined prompts

Copilot prompts are functional. It is crucial that the translations for Copilot predefined prompts are accurate, consistent, concise, natural, and use the appropriate tone of voice. Please remember that the quality of these translations can significantly influence Copilot responses or outcomes.

- **Be clear and specific**: English prompts are generally questions or requests starting with an action verb. Make sure the target prompts are natural questions or requests. Avoid using vague language. Use clear and specific phrases or keywords.
- **Keep it conversational**: Be consistent with Microsoft Voice principles. Use simple and natural language when translating prompts. Avoid adopting a tone that resembles a machine. Use an informal tone of voice and form of address when translating Copilot predefined prompts.
- **Be polite and professional:** Use kind and respectful language, as this helps foster collaboration and improves the AI's responsiveness and performance. Don't use slang and jargon.
- **Use quotation marks**: This helps Copilot know what to write, modify, or replace for the user.
- **Pay attention to punctuation, grammar, and capitalization**: Clear communication helps collaboration between Copilot and the user.
- **Pay attention to the placement of entity tokens**: An entity token is a placeholder that is used to trigger a pop-up menu in the UI to let customers choose an entity, such as a file, contact, meeting, so that the prompt uses specific data from the specified entity. As

with any other placeholder, an entity token is not localizable, and the position of the entity token should make sense in the target text syntax.

Entity token localization exception: Some prompts may be a display text (i.e., an example) and, in such cases, the entity token needs to be translated. Read the Dev comment carefully.
Exception example:
Source string: List key points from [file]
DevComment=Translate [file]

- **Be consistent**: Some English prompts are remarkably similar. Make sure to translate them consistently.

Source prompt	Target prompt
List ideas for a fun remote team building event	Lag en liste over ideer til et morsomt teambuildingarrangement
What are the goals and topics from the meeting? Format each section with a bolded heading, a bulleted list, and bolded names	Hva er målene og emnene i møtet ? Formater hvert avsnitt med en overskrift i fet skrift, en punktliste og navn i fet skrift
Propose a new introduction to <entity type='file'>file</entity>	Foreslå en ny innledning til <entity type='file'>filen</entity>
What were the open issues from <entity type='meeting'>meeting</entity>?	Hva er de åpne sakene fra <entity type='meeting'>møtet</entity>?
Give me ideas for icebreaker activities for a new team	Gi meg ideer for å sikre en god start for et nytt team.
Create a list of <placeholder>color names inspired by the ocean</placeholder>	Lag en liste over <placeholder>fargenavn med havet som inspirasjon</placeholder>

5.4 References to UI elements

References to UI elements (like menus, buttons, icons, fields, and folders) should be written as follows.

One or two words

Musikk-mappen
Mine dokumenter-mappen

Three words

feltet Skriv inn password

Exceptions:

The three-words rule applies if a UI element that contains two or three words that consist of three or more meaningful words.

Examples:

knappen Opphev aktivitetskoblinger (the second word consists of two nouns)
feltet Rutekoblingskode (this option consists of three nouns)

If the element type contains more than three syllables, the element name should come after the type.

Example:

dialogboksen Tall

Buttons

In most cases, the word *button* can be omitted from the translation. Button names should have an initial capital letter—for example, *Skriv ut*—and should be formatted the way it is in the source text.

If the button has text and you need to include the word *button,* follow the UI elements rule above. The only exception is the Start button, which should be written as *startknappen.* Use *Start* when you're omitting *knappen.*

Buttons that don't have text and don't appear on toolbars have specific names and don't start with an initial capital letter—for example, *maksimeringsknappen.*

5.5 Trademarks

Trademarked names 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 available for your reference at the following location: https://www.microsoft.com/en-us/legal/intellectualproperty/trademarks.

5.6 Software considerations

This section provides guidelines for the localization of UI elements.

General guidelines

- Clarity and simplicity are the key considerations.
- Be as short as possible. Avoid unnecessary words.
- Keep in mind that different devices, sizes, and formats are used, and UI should fit all of them.
- Try to achieve cross-platform consistency in products used on different platforms, including the desktop, mobile, and cloud.

Every principle in the following sections may have an exception, based on the product, the specific experience, and the customer. Interpret the guidelines in the way that results in the best experience for the customer.

5.6.1 Error messages

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.

When translating error messages, translators are encouraged to apply the [Microsoft voice principles](#) to help ensure that the target translation is natural sounding, empathetic, and not robot-like.

English term	Correct Norwegian translation
Name cannot be blank.	Navnet kan ikke være tomt.
Not enough memory to process this command.	Det er ikke nok minne til å behandle denne kommandoen.

Norwegian Bokmål Style in error messages

It's important to use consistent terminology and language style in the localized error messages. Don't just translate them as they appear in the US English product.

If you need to clearly distinguish the error message from the rest of the text, use quotation marks around it.

Standard phrases in error messages

The phrases below commonly occur in error messages. When you translate them, try to use the target phrases provided. However, feel free to use other ways to express the source meaning if they work better in the context. Note that sometimes the US English source text uses various phrases to express the same thing.

Examples:

English	Translation	Example	Comment
Cannot … Could not …	Kan ikke …	Kan ikke åpne filen	Use the present tense in Norwegian
Failed to … Failure of …	Kan ikke …	Kan ikke laste inn videoen	Use the present tense in Norwegian
Cannot find … Could not find … Unable to find … Unable to locate …	Finner ikke …	Finner ikke filen	Use the present tense in Norwegian
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Ikke nok minne	Ikke nok minne til å utføre kommandoen	
… is not available … is unavailable	… er ikke tilgjengelig	Serveren er ikke tilgjengelig	
<ProgramName> cannot open …	Kan ikke åpne …		Omit the program name from the Norwegian version to avoid personalization

Error messages containing placeholders

When you localize error messages that contain 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 the examples below:

%d, %ld, %u, and %lu means <number>
%c means <letter>
%s means <string>

Examples of error messages that contain placeholders:

"Checking Web Page %1!d! of %2!d!" means "Checking Web Page <number> of <number>."
"INI file "%1!-.200s!" section" means "INI file "<string>" section."

Norwegian often requires a different word order than in English.

English	Translation	Comment
repeat every {0} for a duration of {1}	gjenta hver(t) {0} i {1}	{0} = day/week/year in this example. Parentheses are added because we need to cover for both the masculine and the neuter form. {1} = time duration in this example—for example, "5 timer," "3 uker."
In the {0} dialog, click {1}.	Klikk på {1} i dialogboksen {0}.	Different word order in Norwegian. The placeholders need to change places accordingly.

Placeholders are often surrounded by single or double quotation marks in the English source text. Quotation marks should be avoided in the Norwegian software. If they're

needed in order to clarify the string, refer to the guidelines under "Quotation marks" in the [Punctuation](#) section.

5.6.2 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.

Whenever possible, choose a keyboard shortcut that makes the most sense in Norwegian. Try using the same keyboard shortcut for an action that occurs in several places. Highly visible options like main menus and common commands typically use keyboard shortcuts formed from the initial letter of the menu or command.
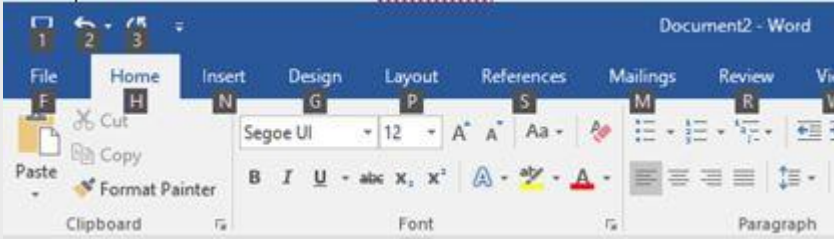
Examples:
New
Cancel
Options

Keyboard shortcuts special options	Usage: Is it allowed?	Notes
"Slim characters," such as l, l, t, r, and f can be used as keyboard shortcuts	yes	Only when no other characters are available
Characters with downstrokes, such as g, j, y, p, and q can be used as keyboard shortcuts	yes	Only when no other characters are available
Extended characters can be used as keyboard shortcuts	yes	Only when no other characters are available
An additional letter, appearing between brackets after the item name, can be used as a keyboard shortcut	no	
A number, appearing between brackets after the item name, can be used as a keyboard shortcut	no	

A punctuation sign, appearing between brackets after the item name, can be used as a keyboard shortcut	no	
Duplicate keyboard shortcuts are allowed when no other character is available	yes	
No keyboard shortcut is assigned when no more characters are available (minor options only)	no	

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

Term	Usage
access key	A subtype of keyboard shortcut. A letter or number that the user types to access UI controls that have text labels. Access keys are assigned to top-level controls so that the user can use the keyboard to move through the UI quickly. Example: F in Alt+F Example in UI localization: H&ome In keyboard shortcuts, most access keys are used with the Alt key.
key tip	The letter or number that appears in the ribbon when the Alt key is pressed. In UI localization, the key tip is the last character present in the strings after the "`" character. Example: In UI localization Home`H
shortcut key	A subtype of keyboard shortcut. A key that the user types to perform a common action without having to go through the UI. Shortcut keys are not available for every command. Example: Ctrl+N, Ctrl+V In keyboard shortcuts, most shortcut keys are used with the Ctrl key. Ctrl+letter combinations and function keys (F1 through F12) are usually the best choices for shortcut keys.

5.6.3 Keys

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

In Norwegian, all keys are written in capital letters in help and documentation: for example, INS, ESC, ENTER, and HOME.

English key name	Norwegian key name
Alt	Alt
Backspace	Tilbake
Break	Break
Caps lock	Caps Lock
Ctrl	Ctrl
Delete	Delete
Down arrow	Pil ned
End	End
Enter	Enter
Esc	Esc
Home	Home
Insert	Insert
Left arrow	Pil venstre
Num lock	Num Lock
Page down	Page Down
Page up	Page Up
Pause	Pause
Right arrow	Pil høyre

English key name	Norwegian key name
Scroll lock	Scroll Lock
Shift	Skift
Spacebar	Mellomrom
Tab	Tab
Up arrow	Pil opp
Windows key	Windows-tast
Print screen	PrintScr
menu key	Menytast

5.6.4   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. Access keys can be used only when they're available on-screen, whereas shortcut keys can be used even when they aren't accessible on-screen.

Standard shortcut keys

US command	US English shortcut key	Norwegian command	Norwegian shortcut key
General Windows shortcut keys			
Help window	F1	Help window	F1
Context-sensitive Help	Shift+F1	Context-sensitive Help	Skift+F1
Display pop-up menu	Shift+F10	Display pop-up menu	Skift+F10
Cancel	Esc	Cancel	Esc
Activate/deactivate menu bar mode	F10	Activate/deactivate menu bar mode	F10

Switch to the next primary application	Alt+Tab	Switch to the next primary application	Alt+Tab
Display next window	Alt+Esc	Display next window	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Display pop-up menu for the window	Alt+Mellomrom
Display pop-up menu for the active child window	Alt+-	Display pop-up menu for the active child window	Alt+-
Display property sheet for current selection	Alt+Enter	Display property sheet for current selection	Alt+Enter
Close active application window	Alt+F4	Close active application window	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Switch to next window within (modeless-compliant) application	Alt+F6
Capture active window image to the clipboard	Alt+Print Screen	Capture active window image to the Clipboard	Alt+PrintScr
Capture desktop image to the clipboard	Print Screen	Capture desktop image to the Clipboard	PrintScr
Access Start button in taskbar	Ctrl+Esc	Access Start button in taskbar	Ctrl+Esc
Display next child window	Ctrl+F6	Display next child window	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Display next tabbed pane	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Launch Task Manager and system initialization	Ctrl+Skift+Esc
File menu			
File New	Ctrl+N	Fil Ny	Ctrl+N
File Open	Ctrl+O	Fil Åpne	Ctrl+O

File Close	Ctrl+F4	Fil Lukk	Ctrl+F4
File Save	Ctrl+S	Fil Lagre	Ctrl+S
File Save as	F12	Fil Lagre som	F12
File Print Preview	Ctrl+F2	Fil Forhåndsvisning	Ctrl+F2
File Print	Ctrl+P	Fil Skriv ut	Ctrl+P
File Exit	Alt+F4	Fil Avslutt	Alt+F4
Edit menu			
Edit Undo	Ctrl+Z	Rediger Angre	Ctrl+Z
Edit Repeat	Ctrl+Y	Rediger Gjenta	Ctrl+Y
Edit Cut	Ctrl+X	Rediger Klipp ut	Ctrl+X
Edit Copy	Ctrl+C	Rediger Kopier	Ctrl+C
Edit Paste	Ctrl+V	Rediger Lim inn	Ctrl+V
Edit Delete	Ctrl+Backspace	Rediger Slett	Ctrl+Tilbake
Edit Select All	Ctrl+A	Rediger Merk alt	Ctrl+A
Edit Find	Ctrl+F	Rediger Søk	**Ctrl+B**
Edit Replace	Ctrl+H	Rediger Erstatt	Ctrl+H
Edit Go To	Ctrl+B	Rediger Gå til	**Ctrl+G**
Help menu			
Help	F1	Hjelp	F1
Font format			
Italic	Ctrl+I	Kursiv	**Ctrl+K**
Bold	Ctrl+G	Fet	**Ctrl+F**
Underlined/word underline	Ctrl+U	Understreking	Ctrl+U

Large caps	Ctrl+Shift+A	Store bokstaver	Ctrl+Skift+A
Small caps	Ctrl+Shift+K	Kapitéler	Ctrl+Skift+K
Paragraph Format			
Centered	Ctrl+E	Midtstill	Ctrl+E
Left aligned	Ctrl+L	Juster tekst venstre	Ctrl+L
Right aligned	Ctrl+R	Juster tekst høyre	Ctrl+R
Justified	Ctrl+J	Blokkjuster	Ctrl+J

5.7 Voice video considerations

A video that successfully conveys the Microsoft voice has these qualities:

- It addresses only one topic (one customer problem).
- It's brief.
- It has high-quality audio.
- Its visuals add to and complement the information.
- It uses the right language variant, dialect, and accent in the voice-over.

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 they're next to you, watching you explain the content.
- Record a scratch audio file. Use it to check for length, pace, and clarity.

5.7.1 English pronunciation

Generally speaking, English terms and product names that are left unlocalized in the target material should be pronounced as English words. For instance, *Microsoft* must be pronounced the way it is in English. 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 Norwegian phonetic system if the original pronunciation sounds very awkward in Norwegian.

Example	Phonetics
SecurID	[sɪˈkjuər aɪ diː]
.NET	[dot net]
Skype	[skaip] 🔊

Acronyms and abbreviations

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

Example	Phonetics
RADIUS	radius
RAS	ras
ISA	isa
LAN	lan
WAN	van
WAP	vapp
MAPI	mapi

Other abbreviations are pronounced letter by letter:

Example	Phonetics
ICMP	i-c-m-p
IP	i-p
TCP/IP	t-c-p-i-p
XML	x-m-l
HTML	h-t-m-l
SQL	s-q-l

URL	u-r-l

URLs

"http://" can be omitted. The rest of the address should be read in full.

Example	Phonetics
http://www.microsoft.com	w w w punktum maikråsåft punktum kåm

Punctuation marks

Most punctuation marks (such as ? ! : ; ,) are naturally implied by the speaker's tone of voice.

En dashes (–) are used to emphasize an isolated element. An en dash should be pronounced the way a comma is, that is, as a short pause.

Special characters

Pronounce special characters such as / \ ˘ < > + - using the Norwegian translations approved in Microsoft Terminology - Globalization | Microsoft Learn.

5.7.2 Tone

Use a tone that's appropriate for the text and target audience. For example, an informal, playful, and inspiring tone may be used for most Microsoft products and games, while a more formal, informative, and factual tone is appropriate in technical content.

5.7.3 Video voice checklist

Topic and script

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

Title

- Includes the intent
- Includes keywords for search

Intro: 10 seconds to set up the issue

- Put the problem into a relatable context.

Action and sound

- Keep something happening, both visually and audibly, *but* …
- … maintain an appropriate pace.
- Synchronize visuals with the voice-over.
- Alternate between first and second person if that sounds more natural.
- Repeat major points if that's appropriate.

Visuals

- The eye is guided through the procedure
  - Smooth, easily trackable pointer motions
  - Judicious use of callouts
- Appropriate use of motion graphics, branding-approved visuals, or both

Ending

- Recaps are unnecessary