

# Mongolian Style Guide

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# What's New?

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Last Updated: March 2011

## New Topics

The following topics were added:

- n/a

## Updated Topics

The following topics were updated:

- n/a

# Introduction

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This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content. It contains information pertaining to all Microsoft products and services.

## About This Style Guide

The purpose of this Style Guide is to provide everybody involved in the localization of Mongolian Microsoft products with Microsoft-specific linguistic guidelines and standard conventions that differ from or are more prescriptive than those found in language reference materials. These conventions have been adopted after considering context based on various needs, but above all, they are easy to follow and applicable for all types of software to be localized.

The Style Guide covers the areas of formatting, grammatical conventions, as well as stylistic criteria. It also presents the reader with a general idea of the reasoning behind the conventions. The present Style Guide is a revision of our previous Style Guide version with the intention of making it more standardized, more structured, and easier to use as a reference.

The guidelines and conventions presented in this Style Guide are intended to help you localize Microsoft products and materials. We welcome your feedback, questions and concerns regarding the Style Guide. You can send us your feedback via the [Microsoft Language Portal feedback page](#).

## Scope of This Document

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 preference or deviates from standard practices for Mongolian localization.

## Style Guide Conventions

In this document, a plus sign (+) before a translation example means that this is the recommended correct translation. A minus sign (-) is used for incorrect translation examples.

In Microsoft localization context, the word *term* is used in a slightly untraditional sense, meaning the same as e.g. a segment in Trados. The distinguishing feature of a term here is that it is translated as one unit; it may be a traditional term (as used in terminology), a phrase, a sentence, or a paragraph.

References to interface elements really only refer to translatable texts associated with those interface elements. Example translations in this document are only intended to illustrate the point in question. They are not a source of approved terminology. Always check for approved translation in the Microsoft terminology database.

# Sample Text

## Монгол орны тухай

**Монгол - уужим дэлгэр орон.** Монгол улс газар нутгийнхаа талбайн хэмжээгээр дэлхийд 17 дахь байр эзлэх 1566,5 мянган хавтгай дөрвөлжин километр буюу Франц, Испани, Португал, Их Британи ба Ирланд зэрэг улсуудын дэвсгэр нутгийг нэгтгэсэн талбайгаас илүү нутагтай.

**Азийн зулай.** Монгол орны умард, төв хэсэг нь 2 тэрбум гаруй жилийн өмнө үүссэн цагаасаа хойш огт хувираагүй үлдсэн эртний их газрын царцдас буюу “Азийн эртний зулай” гэгддэг. Энэ санааг Польшийн судлаач И.Д.Черский, Австрийн геологич Э.Зюсс, Оросын геологич В.А.Обручев нарын зэрэг эрдэмтэд анх дэвшүүлсэн нь эдүгээгийн геологийн судалгаагаар улам батлагдсаар байна.

**Монгол орны голомт буюу төв цэг.** Айл гэрийн голомт тулсан тулганы нь голд байдаг. Тэгвэл улс орны маань газар зүйн төв голомт буюу төв цэг хаана байдаг вэ? Өвөрхангай аймгийн Бүрд сумын Сант уулын зүүн урд булгийн эхэнд (х.ө. 46°52', з.у. 103°50'-ын солбицолд) Монгол орны нутгийн газар зүйн төв цэгоршдог. Үүнийг газарзүйч Ш.Шагдар 1978 онд тогтоосон бөгөөд тэнд өдгөө суварга бүхий цогцолбор бий.

**Азийн их даралтын төв.** Өвлийн цагт Монгол нутагт дэлхийн бөмбөрцгийн хойд хагасын агаарын их даралтын төв тогтмол үүсдэг бөгөөд үүнийг Азийн их даралтын төв гэж нэрлэдэг. Энэ нь нэгдүгээр сард агаарын даралт нь 1055 м.у.б.ө. (мөнгөн усны баганын өндөр) хүрч тэмдэглэгддэг Улаангом хот юм.

**Монгол орны элс.** Монгол орны элст нутгийн талбай 29.9 мянган хавтгай дөрвөлжин километр буюу ойролцоогоор Бельги улсын нутаг дэвсгэртэй тэнцэнэ.

**Дэлхийн хамгийн хойш түрж орсон манхан элс.** Увс аймгийн Зүүнговь сумын нутаг Бөөрөгдэлийн элс хойд өргөрөгийн 50°18'-д оршдог бөгөөд дэлхийн бөмбөрцгийн манхантай элсний хамгийн хойд зах ажгуу.

**Монголын хамгийн том говь.** Монголын алдарт 33 говийн дотор хамгийн том нь Өмнөговь аймгийн Ханбогд сумын нутгийн ихэнхийг эзэлдэг Галбын говь юм. 200 км урт, 50 гаруй км өргөн, 70 гаруй мянган км кв талбай эзэлнэ.

**Дөрвөн мянган нуурын орон.** Монгол орон 0.1 ам.км-ээс их талбай бүхий 4000-аад нууртай. Эдгээрийн нийт талбайн хэмжээ 15640 хавтгай дөрвөлжин километр амой.

**Монгол орны хамгийн том тогтмол нуур.** Монгол орны хамгийн том тогтмол нуур нь Увс нуур юм. Усны талбай нь 3350 км кв.

**Монгол орны хамгийн том, урсгал, гүн, цэнгэг нуур.** Монгол орны хамгийн том урсгал нуур нь Хөвсгөл нуур. Усны талбай нь 2770 км кв. Гүнээрээ Монголд төдийгүй Төв Азид хамгийн гүн (267.2 м) нуурт ордог. Нийт 403 цутгалтай Хөвсгөл нуурын усны найрлага Байгал нууртай төстэй, тунгалгаараа дэлхийд гуравдугаарт орно. Монгол орны “Хөх сувд” хэмээн алдаршсан Хөвсгөл нуур уртаашаа 136 км, өргөөшөө 37 км бөлгөө.

**Анхны дархан цаазтай уул.** Улаанбаатар хотын дэргэд орших Богдхан уул монголын төдийгүй дэлхийн хамгийн ууган дархан газруудын нэг юм. Энэ уулыг 700 гаруй жилийн тэртээ буюу Хэрэйдийн Тоорил вангийн үеэс дархан уул гэж үзэж тэнд мод огтлох, ан хийх, газар ухахыг хориглож байжээ. Түшээт хан Юндэндоржийн санаачилгаар 1778 онд Богдхан уулыг албан ёсоор дархалж, 28 амыг нь тусгай харуултай болгожээ.

**Халхын хүйс.** Төв аймгийн Эрдэнэсант, Өвөрхангай аймгийн Бүрд сумдын нутгийн заагт үзэсгэлэнт сайхан, дархан цаазат Батхаан уул (далайн түвшнээс дээш 2117 м өргөгдсөн) оршдог. Энэ уулыг дээр үеэс Халхын хүйс гэж үздэг байв.

**Мэдээллийн эх үүсвэр:** Ц.Дамдинсүрэнгийн нэрэмжит Дорнод аймгийн төв номын сан.

Холбоо барих хаяг: Дорнод аймаг, Чойбалсан хот, 7-р баг. Утас: 01582-23259

Бичсэн: 2009 оны 11-р сарын 10

## Recommended Reference Material

Use the Mongolian language and terminology as described and used in the following publications.

### Normative References

These normative sources must be adhered to. Any deviation from them automatically fails a string in most cases. When more than one solution is allowed in these sources, look for the recommended one in other parts of the Style Guide.

1. Орчин цагийн монгол хэл. Монгол улсын боловсролын их сургууль. 2004.
2. Орчин цагийн монгол хэлний өгүүлбэр зүй. Б.Пүрэв-Очир. 2001.
3. Орчин цагийн монгол хэлний үг зүй. Ц.Өнөрбаян. 2004.
4. Орчин цагийн монгол хэлний үг зүйн байгуулал. 1987.
5. Монгол хэлний найруулга зүй. Ц.Сүхбаатар. 1998.
6. Монгол хэлний товч тайлбар толь. Я.Цэвэл.
7. Монгол үсгийн дүрмийн толь. Ц. Дамдинсүрэн, Б. Осор. 1983.  
([http://mn.wikipedia.org/wiki/Монгол\\_хэлний\\_дүрэм](http://mn.wikipedia.org/wiki/Монгол_хэлний_дүрэм))

### Informative References

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

1. [www.wikipedia.org](http://www.wikipedia.org)
2. [mn.wikipedia.org](http://mn.wikipedia.org)
3. [Монгол хэлний кирилл үсгийг латин үсгээр галиглах тухай](#)
4. [ОпенМН нэр томъёо](#)
5. About Mongolian language (in English): [http://en.wikipedia.org/wiki/Mongolian\\_language](http://en.wikipedia.org/wiki/Mongolian_language)

# Language Specific Conventions

This part of the style guide contains information about standards specific to Mongolian.

## Country/Region Standards

### Characters

Country/region	Mongolia
Lower-case characters	а,б,в,г,д,е,ё,ж,з,и,й,к,л,м,н,о,ө,п,р,с,т,у,ү,ф,х,ц,ч,ш,щ,ъ,ы,ь,э,ю,я
Upper-case characters	А,Б,В,Г,Д,Е,Ё,Ж,З,И,Й,К,Л,М,Н,О,Ө,П,Р,С,Т,У,Ү,Ф,Х,Ц,Ч,Ш,Щ,Ъ,Ы,Ь,Э,Ю,Я
Characters in caseless scripts	n/a
Extended Latin characters	n/a
Note on alphabetical order	Alphabetical order is necessarily indicative of sorting order.
Total number of characters	35
Unicode codes	The Unicode hexadecimal codes of the Mongolian letters occupy the range from 0410 to 044F (plus 0401 and 0451 for letters Ё,ё; 0472 and 0473 for Ө,ө; 04AE and 04AF for Y,ү.
Notes	n/a

### Date

Country/region	Mongolia
Calendar/Era	Gregorian Calendar
First Day of the Week	Monday
First Week of the Year	First full week of the January
Separator	- or /
Default Short Date Format	yyyy-MM-dd
Example	2011-03-17



<b>Default Long Date Format</b>	yyyy оны M-р сарын d. dddd гариг.
<b>Example</b>	2011 оны 3-р сарын 17. Лхагва гариг.
<b>Additional Short Date Format 1</b>	n/a
<b>Example</b>	n/a
<b>Additional Short Date Format 2</b>	n/a
<b>Example</b>	n/a
<b>Additional Long Date Format 1</b>	n/a
<b>Example</b>	n/a
<b>Additional Long Date Format 2</b>	n/a
<b>Example</b>	n/a
<b>Leading Zero in Day Field for Short Date Format</b>	Yes
<b>Leading Zero in Month Field for Short Date Format</b>	Yes
<b>No. of digits for year for Short Day Format</b>	4
<b>Leading Zero in Day Field for Long Date Format</b>	No
<b>Leading Zero in Month Field for Long Date Format</b>	No
<b>Number of digits for year for Long Day Format</b>	4
<b>Date Format for Correspondence</b>	yyyy-MM-dd; yyyy/MM/dd
<b>Example</b>	2011-03-17; 2011/03/17
<b>Notes</b>	Partial date format: yyyy 'оны' MMMM

<b>Abbreviations in Format Codes</b>	<p><b>d</b> is for day, number of d's indicates the format (d = digits without leading zero, dd = digits with leading zero, ddd = the abbreviated day name, dddd = full day name)</p> <p><b>M</b> is for month, number of M's gives number of digits. (M = digits without leading zero, MM = digits with leading zero, MMM = the abbreviated name, MMMM = full name)</p> <p><b>y</b> is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)</p>
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## Time

Country/region	Mongolia
24 hour format	Yes
Standard time format	HH:mm:ss
Standard time format example	03:24:12
Time separator	colon :
Time separator examples	03:24:12
Hours leading zero	Yes
Hours leading zero example	03:24:12
String for AM designator	n/a
String for PM designator	n/a
Notes	Short time format: H:mm

## Days

Country/region: Mongolia

Day	Normal Form	Abbreviation
Monday	Даваа	Да
Tuesday	Мягмар	Мя
Wednesday	Лхагва	Лха
Thursday	Пүрэв	Пү
Friday	Баасан	Ба

Saturday	Бямба	Бя
Sunday	Ням	Ня

**First Day of Week:** Даваа/Monday

**Is first letter capitalized?:** No

**Notes:** Capital letter is used if 1) a day name is the first word of the sentence; 2) in the lists

## Months

**Country/region:** Mongolia

Month	Full Form	Abbreviated Form	Long Date Form
January	1 дүгээр сар	1-р сар	n/a
February	2 дугаар сар	2-р сар	n/a
March	3 дугаар сар	3-р сар	n/a
April	4 дүгээр сар	4-р сар	n/a
May	5 дугаар сар	5-р сар	n/a
June	6 дугаар сар	6-р сар	n/a
July	7 дугаар сар	7-р сар	n/a
August	8 дугаар сар	8-р сар	n/a
September	9 дүгээр сар	9-р сар	n/a
October	10 дугаар сар	10-р сар	n/a
November	11 дүгээр сар	11-р сар	n/a
December	12 дугаар сар	12-р сар	n/a

**Is first letter capitalized?:** n/a

**Notes:** n/a

## Numbers

### Phone Numbers

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Mongolia	+976	Yes	2;5	-; (space)	8;10	(#####)-# ## ##; (##)-## ## ##
Country/ region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Mongolia	5;6	# ## ##; ## ## ##	8	#####	13	+976-#####-## ###; +976-##- ### ##; +976- #####;

**Notes:** n/a

### Addresses

**Country/region:** Mongolia

**Disclaimer:** Please note that the information in this entry should under no circumstances be used in examples as fictitious information.

**Address Format:**

1. [Title/Honorific] LastName LastName
2. [CompanyName]
3. Address1
4. [Address2]
5. [CountryCode-] PostalCode City
6. [Country]

**Example Address:**

Балдангийн Жаргалсайхан  
Үндсэн хуулийн гудамж-1  
Сүхбаатар дүүрэг 5-р хороо  
Улаанбаатар 14253  
Монгол улс

**Local Postal Code Format:** xxxxx**Notes:** n/a**Currency**

<b>Country/region</b>	Mongolia
<b>Currency Name</b>	Tөгрөг
<b>Currency Symbol</b>	₮
<b>Currency Symbol Position</b>	The currency is always displayed after the amount; there is always a space between amount and currency
<b>Positive Currency Format</b>	123 456,78 ₮
<b>Negative Sign Symbol</b>	-
<b>Negative Currency Format</b>	-123 456,78 ₮
<b>Decimal Symbol</b>	, (comma)
<b>Number of Digits after Decimal</b>	2
<b>Digit Grouping Symbol</b>	space
<b>Number of Digits in Digit Grouping</b>	3
<b>Positive Currency Example</b>	123 456 789,00 ₮
<b>Negative Currency Example</b>	-123 456 789,00 ₮
<b>ISO Currency Code</b>	MNT
<b>Currency Subunit Name</b>	мөнгө
<b>Currency Subunit Symbol</b>	мө.
<b>Currency Subunit Example</b>	12 мө.

## Digit Groups

**Country/region:** Mongolia

**Decimal Separator:** ,

**Decimal Separator Description:** comma

**Decimal Separator Example:** 3,14; 789,00 ₮

**Thousand Separator:** space

**Thousand Separator Description:** space

**Thousand Separator Example:** 6 789,00

**Notes:** n/a

## Measurement Units

**Metric System Commonly Used?:** Yes

**Temperature:** Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	километр	км
	Meter	метр	м
	Decimeter	дециметр	дм
	Centimeter	сантиметр	см
	Millimeter	миллиметр	мм
Capacity	Hectoliter	гектолитр	гл
	Liter	литр	л
	Deciliter	децилитр	дл
	Centiliter	сантилитр	сл
	Milliliter	миллилитр	мл
Mass	Ton	тон	тн
	Kilogram	килограм	кг
	Pound	фунт	фунт
	Gram	грам	гр
	Decigram	n/a	n/a
	Centigram	n/a	n/a
	Milligram	миллиграм	мг

English Units of Measurement	Inch	инч	ин
	Feet	фут	фт
	Mile	мил	мил
	Gallon	галлон	гал

**Notes:** n/a

## Percentages

The percent sign (%) in documentation (including online documents) should be separated from the number with a non-breaking space: 10 %.

The space before the percent sign is not used in software and in references to the user interface in documentation.

## Sorting

<b>Sorting rules</b>	<ol style="list-style-type: none"> <li>1. Capital letters and lowercase letters are equal. No distinction is made between them.</li> <li>2. Ignore dash (-) in human names or proper names such as cities, land, and other.</li> <li>3. Non-alphabetical characters (i.e. symbols like @ ! #) sort after the letters of the alphabet.</li> <li>4. Digits sort before the non-alphabetical characters and after the letters of the alphabet.</li> </ol>		
<b>Character sorting order</b>	A 0410 Б 0411 В 0412 Г 0413 Д 0414 Е 0415 Ё 0401 Ж 0416 З 0417 И 0418 Й 0419 К 041A Л 041B М 041C Н 041D О 041E	а 0430 б 0431 в 0432 г 0433 д 0434 е 0435 ё 0411 ж 0436 з 0437 и 0438 й 0439 к 043A л 043B м 043C н 043D о 043E	

	Ө 0472	ө 0473
	П 041F	п 043F
	Р 0420	р 0440
	С 0421	с 0441
	Т 0422	т 0442
	У 0423	у 0443
	Ү 04AE	ү 04AF
	Ф 0424	ф 0444
	Х 0425	х 0445
	Ц 0426	ц 0446
	Ч 0427	ч 0447
	Ш 0428	ш 0448
	Щ 0429	щ 0449
	Ъ 042A	ъ 044A
	Ы 042B	ы 044B
	Ь 042C	ь 044C
	Э 042D	э 044D
	Ю 042E	ю 044E
	Я 042F	я 044F
<b>Examples of sorted words</b>	авир	
	Алтан товч	
	багана	
	дээл	
	ном	
	өмнөд	
	сураг ажиг	
	туяа	
	Янжмаа	
	яргуй	
	Aaron	
	andere	
	cote	
	chaque	
	chemin	
	lie	
	lire	
	savoir	
	Sietla	
	subtle	
	symbol	
	verkehrrt	
	vox	
	waffle	



	wood yen yuan yucca zoo 1 @
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## Geopolitical Concerns

Part of the cultural adaptation of the US-product to a specific market is the resolving of geopolitical issues. While the US-product should have been designed and developed with neutrality and a global audience in mind, the localized product should respond to the particular situation that applies within the target country/region.

Sensitive issues or issues that might potentially be offensive to the users in the target country/region may occur in any of the following:

- Maps
- Flags
- Country/region, city and language names
- Art and graphics
- Cultural content, such as encyclopedia content and other text where historical or political references may occur

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

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

### Guideline

As country/region and city names can change, please use the most up-to-date Mongolian list for every release of your product.

## Grammar, Syntax & Orthographic Conventions

This section includes information on how to apply the general rules of the Mongolian language to Microsoft products and documentation.

## Adjectives

### Possessive adjectives

The frequent use of possessives is a feature of English language. However in Mongolian, possessive adjectives are not used as commonly as in English. Depending on the context, and for the sake of fluency, they can be omitted in translation, unless ownership is important in context.

Example:

English example	Mongolian example	Comment
Set Up Your Device	(+) Төхөөрөмжөө тохируулах (+) Төхөөрөмжөө тохируулна уу (-) Чиний төхөөрөмжийг тохируулах	In a menu command, “your” should be avoided in translation. However, in help, tips, and instructions it can be used.

## Articles

This section does not apply to Mongolian.

## Capitalization

If the first word in the English source string is capitalized, the corresponding first word in the target language should also be capitalized. If the word in the English source string is not capitalized, the corresponding first word in the target language should also not be capitalized, unless language-specific rules specify different capitalization.

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

### What to capitalize?

- Names of user interface elements (commands, menus, dialog box titles), program names, etc.  
Only the first word is capitalized, e.g., Зурар оруулах
- When referred to names of user interface elements should always be enclosed in quotes, e.g.  
“Засварлах” цэс, “Зураг оруулах” харилцах цонх
- Acronyms
- Proper names
- Product/technology names
- There are several names in which all words are capitalized: country and state names (Оросын Холбооны Улс, америкийн Нэгдсэн Улс), international organization names (Нэгдсэн Үндэстний Байгууллага, Дэлхийн Банк).
- First letter of abbreviated form of days
- The word “Internet” is capitalized in Mongolian.

### Do not capitalize:

- Language names and nationalities are **not** capitalized unless occurs in beginning of a sentence or list, e.g. монгол хэл, итали хэл, герман, франц. Windows үйлдлийн системд монгол хэл суулгахын тулд..., Өргөн хэрэглээний програм хангамжийг монгол хүн өөрийн эх хэлээр ашиглах боломжтой боллоо.
- The word “web” is **not** capitalized in Mongolian.

## Compounds

This section does not apply to Mongolian.

## Gender

This section does not apply to Mongolian.

## Genitive

This section does not apply to Mongolian.

## Modifiers

This section does not apply to Mongolian.

## Nouns

### Inflection

Nouns should be inflected with proper suffixes according to vowel harmony rule. Because Mongolian is an agglutinative language, a noun may have inflected with several suffixes, and its stem may also change during the process.

Example: “мэдээлэл” may change to “мэдээллээс” for “from the information”.

### Plural Formation

Simply, plural suffixes (-с, -ууд, -үүд, -чууд, or -чүүд according to vowel harmony rule) are added to nouns to make them plural. Unnecessary use of plural form should be avoided in translations. Don't use plural for after “some”, “many”, “all” or “different” (“зарим”, “олон”, “бүх” or “янз бүрийн”) etc. which means more than one. And do not use plural nouns with numbers.

Example:

US Expression	Mongolian Expression	Comment
We weren't able to create the birthday event because you have too many contacts.	(+) Танд хэт олон харилцах хаяг байгаа байгаа тул төрсөн өдөр үүсгэх боломжгүй. (-) Танд хэт олон харилцах хаягууд байгаа байгаа тул төрсөн өдөр үүсгэх боломжгүй.	Plural form is unnecessary in this translation, and it affects the fluency negatively.
different windows	(+) янз бүрийн цонх (-) янз бүрийн цонхнууд	
last 3 items	(+) сүүлийн 3 зүйл (-) сүүлийн 3 зүйлс (-) сүүлийн 3 зүйлүүд	

Singular usage in English text does not necessarily require the same usage in translation. However singular is preferred.

US Expression	Mongolian Expression	Comment
User can delete this sentence.	(+) Хэрэглэгч энэ өгүүлбэрийг устгаж болно. (-) Хэрэглэгчид энэ өгүүлбэрийг устгаж болно.	

## Prepositions

This section does not apply to Mongolian.

## Pronouns

### Avoiding forms "таны", "танд", etc.

In English "you/your" is used more often than in Mongolian. Try to avoid forms "та", "таны", "танд", etc. whenever possible. Instead use neutral structures and passive voice.

English example	Mongolian example
Use your mouse to draw circles on the page.	(+) Хулгана ашиглан хуудсан дээр тойрог зур. (-) Хуудсан дээр тойрог зурахын тулд та хулганаа ашигла.

You must first select a name in the To or Cc box.	(+) Эхлээд "Хаана" эсвэл "Хуулбар" талбар дахь нэрээ сонгоно уу. (-) Та эхлээд "Хаана" эсвэл "Хуулбар" талбар дахь нэрээ сонгоно уу.
You cannot select any names now.	(+) Одоо ямар ч нэр сонгох боломжгүй. (-) Та одоо ямар ч нэр сонгох боломжгүй.
The settings you changed will not take effect until you restart Microsoft NetMeeting.	(+) Хийгдсэн өөрчлөлтүүд Microsoft NetMeeting-г дахин эхлүүлтэл идэвхижихгүй. (-) Таны хийсэн өөрчлөлтүүд таныг Microsoft NetMeeting-г дахин эхлүүлтэл идэвхижихгүй.

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

English example	Mongolian example
You are about to join a new meeting. You will lose the messages that are currently displayed. Do you want to save the current messages?	(+) Та шинэ уулзалтанд холбогдох гэж байна. Одоо харагдаж байгаа мэдээллүүд арилах болно. Тухайн мэдээллүүдийг хадгалах уу?

## Punctuation

All punctuation marks should be written with no spaces before them, and there should be only one space after applicable marks, such as commas, periods, colons, etc.

### Comma

Use lowercase after a comma, unless where the following word needs to be capitalized.

With very few exceptions, do not use a comma after conjunctions “ба”, “бөгөөд”, “эсвэл”, “буюу”, or “болон”.

Example:

English example	Mongolian example
The senders' e-mail address can end with top-level domain codes, such as .ca, .mx, or .us.	(-) Илгээгчийн э-шуудан хаяг нь .ca, .mx, болон .us г.м өндөр-түвшний домэйн кодуудаар төгссөн байж болно. (+) Илгээгчийн э-шуудан хаяг нь .ca, .mx болон .us г.м өндөр-түвшний домэйн кодуудаар төгссөн байж болно.

Do not use a comma before the “r.m” abbreviation, as the conjunction is considered to be implicit in this word.

Do not use a comma between the subject and the predicate, as this is incorrect in Mongolian.

Also, overuse of comma should be avoided since it affects the fluency negatively.

Example:

US Expression	Mongolian Expression	Comment
To delete this entry, press Delete.	(+) Энэ оролтыг устгахын тулд Delete товчлуур дар. (-) Энэ оролтыг устгахын тулд, Delete товчлуур дар.	Comma usage is not necessary in short sentences like this one.

### Colon

Use the colon to **introduce a list**. Be careful not to use a colon when denoting a regular **series**.

After a colon, do not capitalize the following word, unless this is used in letter salutations or enumerations that consist of full sentences.

Use the colon for examples, notes and warnings. If following is complete sentence first letter is capitalized.

Example 1:

Жишээлбэл: Өөр хэрэглэгчийн эрхээр нэвтрэхийн тулд “Өөр Windows Live ID-ээр нэвтрэх”-ийг сонго.

Example 2:

Анхаар: Энэ файлыг нээх нь таны компьютерийг вирустүүлэх аюултай!

You can use either a period or a colon to separate hours, minutes and seconds (18:30), but use preferably the colon to avoid inconsistencies.

### Semicolon

Use to separate group of similar items separated with comma.

Example:

Интернэтэд холбоотой компьютерт: вирус, хортон вэб код, троян хортонд өртөх; хуурамч вэб нээж үзэх, нууц үгээ сүлжээний сэм чагнагчид алдах, хуурамч гүйлгээнд мэхлэгдэж кредит картны мэдээлээ алдах олон эрсдэл бий.

If listed items in a sentence is not full sentences, use semicolon to separate items at the end of the list item.

Example:

Windows үйлдлийн системийн ердийн хэрэглэгчид нь:

- Өөрийн бичиг баримт, бусад файльтай ажиллах;
- Зургийн цуглуулга үүсгэх, үзэх;
- Хэвлэгчтэй ажиллах, бичиг баримт, зургаа хэвлэх;
- Дуу хөгжим, видео тоглуулах;
- Интернет сүлжээнд холбогдож, вэб хуудас үзэх;
- Олон төрлийн тоглоом тоглох, зугаацах гэх мэт олон төрлийн ажил гүйцэтгэх, зугаацах, хөгжих боломжтой.

## Dashes and Hyphens

Three different dash characters are used in English while in Mongolian hyphen and en dash are basically the same thing:

### Hyphen

In English, 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. However, its usage in Mongolian is quite different and respectively very limited. Most of the compounds are written as two separate words in Mongolian, or as a single word without any hyphens.

US Expression	Mongolian Expression	Comment
first-time setup	(+) анх удаа суурилуулах (-) анх-удаа суурилуулах	Literal translations should be omitted for compound words.
user-specified parameter	(+) хэрэглэгчийн тодорхойлсон параметр (-) хэрэглэгчийн-тодорхойлсон параметр	Literal translations should be omitted for compound words.

### En Dash

In English text, the en dash is used as a minus sign, usually with spaces before and after. In Mongolian, there should be no spaces after the minus sign.

Example: -5

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. This usage is same in Mongolian.

Example: Хуудас 3-5

### Em Dash

In English, the em dash should only be used to emphasize an isolated element or introduce an element that is not essential to the meaning conveyed by the sentence. This usage is not applicable to Mongolian, and em dashes should be converted to appropriate alternatives, such as colons, semicolons or parentheses.

US Expression	Mongolian Expression	Comment
Time is precious. More than ever, you need a system that is simple, easy, natural, and enjoyable – so you can get things done and focus on what matters most in your life.	(+) Цаг бол алт. Үүнээс ч илүүтэйгээр, систем тань энгийн, хялбар, ойлгомжтой, тааламжтай байх нь танд ажлаа хурдан дуусгах, амьдралд хэрэгтэй зүйлсийг байнга ашиглах боломж олгоно.	Em dash should be replaced with a proper alternative in translation, or word order should be changed to reflect the correct sense.

US Expression	Mongolian Expression	Comment
	(-) Цаг бол алт. Үүнээс ч илүүтэйгээр, систем тань энгийн, хялбар, ойлгомжтой, тааламжтай – танд ажлаа хурдан дуусгах, амьдралд хэрэгтэй зүйлсийг байнга ашиглах боломж олгоно.	

Em dash is used to separate subject of the sentence, when the sentence meaning may change without usage of em dash. Em dash has no spaces before and after.

Example:

SkyDrive–Интернэт хөтөч ашиглан онлайн сүлжээгээр файл дамжуулах, хамтран ашиглах, хадгалах зориулалттай Интернэтийн сан юм.

Windows үйлдлийн систем нь ашиглахад хялбар бөгөөд энгийн–компьютертэй ажиллахад хялбар, тухтай орчинг бүрдүүлсэн.

### Ellipses (Suspension Points)

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

There should be no spaces before ellipses, and there should always be three points (not two points) in translation. In software translations, ellipses are used at the end of a sentence that mentions an on-going operation, formed in present continuous tense.

### Period

Period must be placed at the end of a full sentence with one space after. English text sometimes uses double spaces, but this should not be followed in translation.

Title, chapter name, section name, address must not have period at the end.

### Quotation Marks

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

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

In the documentation normally chevrons are used, inside chevrons straight quotation marks are used, e.g. «"Дуусгах" товч».

**Note:** Period stands outside the chevrons.

Whenever double quotation marks cannot not be used due to technical reasons, workarounds should be found and used to display double quotation marks ("..." or «») in Mongolian version. Examples of such workarounds: using two sequenced single quote characters (""); using code (such as &quot; in HTML) instead of characters. Product names are not enclosed in quotations otherwise they are third-party product or introduced as new.



## Parentheses

Parentheses are used when comment or addition is available to a member of a sentence. In English, there is no space between the parentheses and the text inside them. This also applies to Mongolian.

Example:

(+) Windows програм нь олон газар (аж ахуйн нэгж, пүүс компанийн бичиг хэргийн ажилтнууд, оюутнууд зэрэг) хэрэгцээтэй болох нь зайлшгүй.

If a sentence is within parentheses, then its full-stop should also be in the parentheses.

Example:

(+) Ажиллаж буй бусад програмуудыг хаана уу. (Энэ үйлдлийг бүү алгас.)

If a fragment is written within parentheses, it should be placed just after the part of the sentence that it complements. It should not be left alone at the end of sentence, or sentence should not start with a fragment in parentheses.

Example:

(+) Таны одоо ажиллуулж буй бүх програм (команд) хаагдах болно.

## Singular & Plural

If there is a choice between singular and plural in English, please use singular in translation. Do not add the plural ending in brackets.

Example:

English example	Mongolian example
Browse to the driver(s), and then click OK	(+) Драйвераа сонгоод "OK" товч дарна уу. (+) Драйверуудаас сонгоод "OK" товч дарна уу. (-) Драйвер(ууд) сонгоод "OK" товч дарна уу.

## Split Infinitive

This section does not apply to Mongolian.

## Subjunctive

This section does not apply to Mongolian.

## Symbols & Non-Breaking Spaces

Some of the symbols that are widely used in English text (such as @, #, &) are not used in Mongolian translation.

US Expression	Mongolian Expression	Comment
25 min.@ 25 Gbps	(+) 25 Гбайт/сек хурдаар 25 мин. (-) 25 мин. @ 25 Гбайт/сек.	@ sign is only valid in e-mail addresses.
# items	(+) зүйлийн тоо (-) # зүйл	
Bullets & Numbering	(+) Сум ба дугаарлалт (-) Сум & дугаарлалт	& sign should not be used instead of “ба” in Mongolian translations.

Non-breaking spaces should not be overused, and extra ones in source should be deleted in translation. For example, a non-breaking space is necessary between a product name and its version, but it is not necessary between two words in a regular text.

## Syntax

Syntax and register differ between Mongolian and English (mainly because Mongolian is an agglutinative language) in the following ways:

1. Word order
2. Inflection of words with suffixes

English example	Mongolian example	Comment
information	(+) мэдээлэл	noun “мэдээлэл” have inflected with suffix “-ээс”, and last “э” is dropped from its stem.
from the information	(+) мэдээллээс	

## Word Order

Mongolian word order is quite different than English word order. In Mongolian, a sentence should form as follows:

Subject + Object + Verb

Mongolian words and sentences are generally much longer than English words and sentences, and one-to-one word matching between an English sentence and its translation is not possible.

English example	Mongolian example	Comment
When you create a table of contents this way, you can automatically update it if you make changes in your document.	(+) Энэ маягаар гарчиг үүсгэхдээ бичиг баримтандаа орсон өөрчлөлтийн дагуу гарчгийг автоматаар шинэчилж болно.	In this Mongolian translation example, no subject is defined, and two sentence are combined without comma.

Also, since new words are formed by adding suffixes to end of the words in Mongolian, total number of words in a translated sentence tend to be lower than corresponding English sentence, while characters in each word tend to be higher. That is to say, Mongolian words and sentences are generally much longer than English words and sentences, and one-to-one word matching between an English sentence and its translation is not possible.

## Verbs

When describing actions performed by programs, features, functions, failures, errors etc. use neutral passive constructions without a subject.

Example:

(+) Chat програмд файлын мэдээллийг авах боломжгүй байна.

(-) Chat програм файлын мэдээллийг авч чадсангүй.

(+) Энэ монитор дээр дэлгэц амраагч ажиллуулахад 3 хэмжээст дүрслэл ашиглана.

(-) Энэ монитор дээр дэлгэц амраагч – 3 хэмжээст дүрслэл ашиглана.

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

(+) Үргэлжлүүлэхийн тулд шаардлагатай бүрэлдэхүүн хэсгүүдийг суулгана уу.

(-) Үргэлжлүүлэхийн тулд та шаардлагатай бүрэлдэхүүн хэсгийг суулгах ёстой.

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

Example:

(+) Хүснэгтийн хуудас хооронд нүдийг зөөхийн тулд сонгосон мужийг хуудасны доод хэсэгт байх чих рүү чирээд орхино уу.

(-) Хүснэгтийн хуудас хоорондын нүдний зөөлтөнд сонгосон мужийг хуудасны доод хэсэгт байх чих рүү сонгосон мужийг чирж орхих үйлдэл хийнэ.

## Style and Tone Considerations

This section focuses on higher-level considerations for audience, style, tone, and voice.

### Audience

Please take the target audience into account when translating Microsoft products. For example, translation of learning materials targeted at new users should be more direct and friendly than that of IT Pro materials, which should be more formal.

## Style

Do not use colloquial, slang, local, poetic, rare words and expressions or other words and expressions, which do not belong to standard literary language.

## Tone

In general please use formal tone, though in online materials the tone can be friendlier.

## Voice

In general please use passive voice rather than active voice, even if active voice is used in English.

English example	Mongolian example
You are now connected to the Internet.	(+) Интернет сүлжээнд холбогдлоо. (-) Та Интернэт рүү холбогдлоо.

# Localization Guidelines

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This section contains guidelines for localization into Mongolian.

## General Considerations

The localized text should be as if it was originally written in Mongolian. It has to be accurate, correct and clear. To achieve that try to avoid wordiness and word-by-word translation.

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

**Localization:** Localization means that the translated text needs to be adapted to the to the local language, customs and localization standards. For example, in many cases you would need to use Mongolian names rather than English, e.g. Edward — Бат, New York — Эрдэнэт. Do not translate every word, but use the style that is natural for Mongolian.

Example:

In the message "No line, thank you" not every word needs to be translated:

(+) Шугамгүй

(-) Баярлалаа. Шугамгүй.

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

## Abbreviations

### Common Abbreviations

You might need to abbreviate some words in the UI (mainly buttons or options names) due to lack of space or other reasons (such as avoiding grammatically wrong structures). Do not abbreviate words arbitrarily; use only the commonly accepted abbreviations listed below.

List of common abbreviations:

Expression	Acceptable Abbreviation
хуудас	(+) хууд.
зураг	(+) зур
үзнэ үү	(+) үз

Expression	Acceptable Abbreviation
гэх мэт	(+) г.м
нягтлан бодох	(+) ня-бо
цаг	(+) ц
минут	(+) мин
секунд	(+) с
доктор	(+) д-р
тавдугаар сар	(+) 5-р сар
Улаанбаатар	(+) УБ.
килобайт	(+) КБайт
мегабайт	(+) МБайт
килобит	(+) кбит

## Accessibility

Microsoft provides people with disabilities (single-handed or with hearing or motion disabilities) with more accessible products and services. These may not be available in Mongolia. Please check with your Microsoft contact and remove these references from Mongolian text if necessary.

## 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), OLE (Object Linking and Embedding), or RAM (Random Access Memory).

### Unlocalized Acronyms

Most of the acronyms are left unlocalized in Mongolian. Some of the measurement units may be localized. Example: “Гбайт”, “пиксель”, and “кбит/с” for Gb, px, and kbps.

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

- Ending is added with en-dash before. Example: RAM-д хадгалагдсан мэдээллүүд
- When using in text normally use a descriptor word (usually the main word from the translation) to provide for the declination, or otherwise use neutral constructions. Descriptors can be omitted if there are length restrictions (for example in UI) or if the translated text sounds awkward. The descriptor should not be omitted if it is impossible to determine the grammatical form of the acronym (for example, its case) without it.

## 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.

Those product names that are very well localizable or contain a well localizable part are usually localized.

Preposition "for" is always translated in product names, unless the whole product name (including "for") is trademarked or copyrighted. Example: "Word for Windows" is "Windows-д зориулсан Word".

## Frequent Errors

The main challenge in software translations into Mongolian is handling of placeholders. Improper handling may cause word order and grammar issues.

Example:

US Expression	Mongolian Expression	Comment
Could not locate %s on server %s	(+) %s-г %s серверээс олох боломжгүй байна. (-) %s серверээс %s –г олох боломжгүй байна.	Placeholders are not numbered, so they need to keep their original positions in translation.
Unable to delete %s	(+) %s-г устгах боломжгүй (-) %s устгах боломжгүй	When content of the placeholder is unknown, suffix can be added with en dash.
%d items are deleted	(+) %d зүйл устгалаа. (-) %d зүйлс устгалаа.	Placeholder contains a number, so the following word should not be in plural form.

## Glossaries

You can find the translations of terms and UI elements of Microsoft products at Microsoft Language Portal (<http://www.microsoft.com/Language/en-US/Default.aspx>).

## Fictitious Information

Fictitious content is legally sensitive material and as such cannot be handled as a pure terminology or localization issue. Below is some basic information and contact points when dealing with fictitious content:

**Vendors and Localizers are not allowed to create their own fictitious names.** You must either use the source names or use the list of legally approved names.

Please contact your product team representative for further information on how to deal with fictitious companies, names, addresses, email addresses, phone numbers, etc. in your product. For technical products, you may also check with the product team representative whether localized fictitious content is required or not (e.g. Visual Studio).

## Recurring Patterns

This section does not apply to Mongolian.

## Standardized Translations

There are a number of standardized translations mentioned in all sections of this Style Guide. In order to find them more easily, the most relevant topics and sections are compiled here for your reference.

- [The importance of standardization](#)
- [Standard Phrases in Error Messages](#)

## Unlocalized Items

Trademarked names shouldn't be localized. A list of Microsoft trademarks is available for your reference at the following location: <http://www.microsoft.com/trademarks/t-mark/names.htm>.

Word	Comment
Shift	Key names that appear on keyboard buttons are used in unlocalized form.
Alt	Key names that appear on keyboard buttons are used in unlocalized form.
Ctrl	Key names that appear on keyboard buttons are used in unlocalized form.
Enter	Key names that appear on keyboard buttons are used in unlocalized form.
Delete	Key names that appear on keyboard buttons are used



Word	Comment
	in unlocalized form.
End	Key names that appear on keyboard buttons are used in unlocalized form.
Home	Key names that appear on keyboard buttons are used in unlocalized form.
Caps Lock	Key names that appear on keyboard buttons are used in unlocalized form.
Page Up	Key names that appear on keyboard buttons are used in unlocalized form.
Page Down	Key names that appear on keyboard buttons are used in unlocalized form.

## Using the Word Microsoft

In English, it is prohibited to use MS as an abbreviation for Microsoft. This should also be respected in Mongolian translations.

The word Microsoft should be kept in translation if the source includes it.

English text	Mongolian translation
Microsoft Corporation	(+) Microsoft Corporation
For more information, search the Microsoft Knowledge Base online.	(+) Дэлгэрэнгүй мэдээллийг Microsoft-н онлайн мэдлэгийн сангаас хайна уу.
Microsoft Windows Live	Microsoft Windows Live

## Software Considerations

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

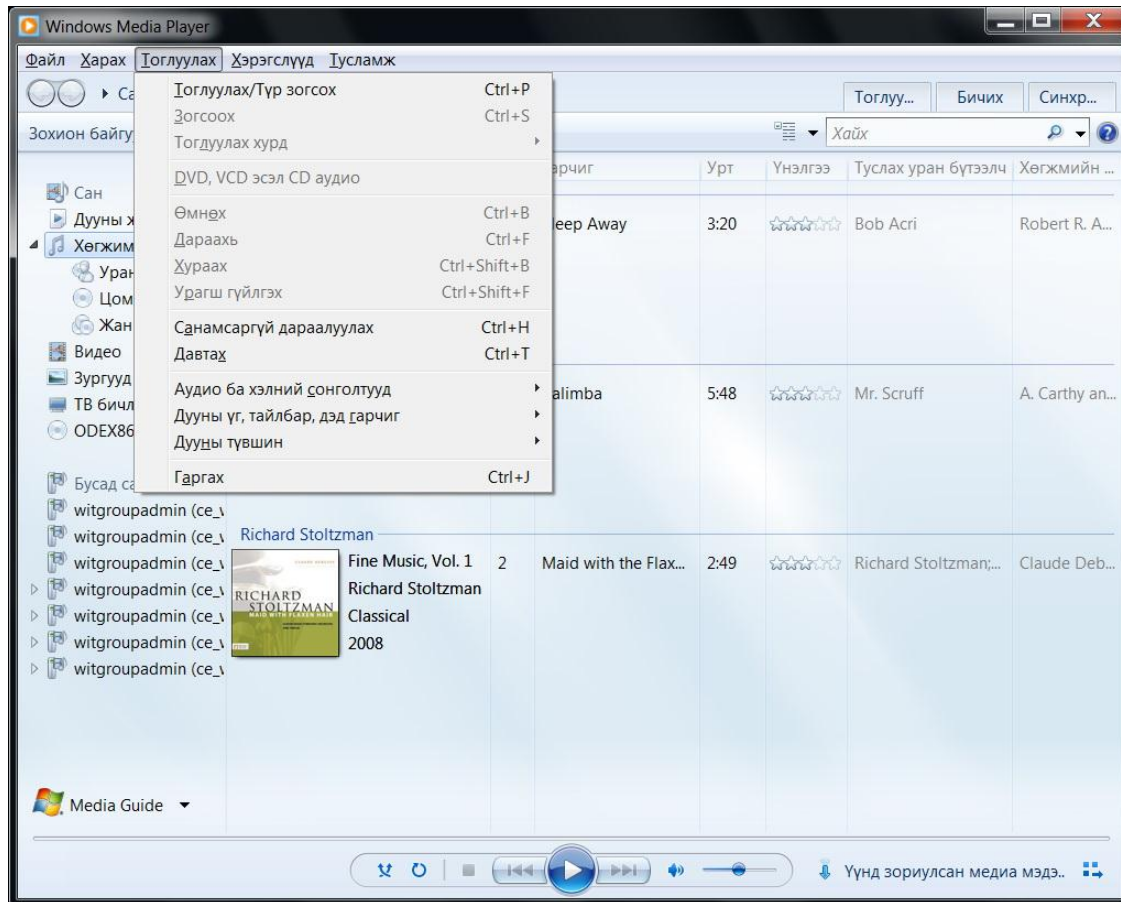
Refer to <http://msdn.microsoft.com/library/aa511258.aspx> for a detailed explanation of the Windows user interface guidelines (English).

# User Interface

## Menus and Ribbon

There is an example of a UI below. Since the menu is a common UI element in Windows applications, overall consistency is a primary concern. Same elements should be translated in the same way across all products.

In general, you should always try to translate menu items and Ribbon tabs using nouns in nominative case. Where it is not possible to use a noun, use verb in the infinitive, or other parts of speech.



UI (user interface) elements may have different functions based on their usage in an application. Menu options, commands, button text, check boxes, tooltips, explanatory labels, and information entry requests are translated in imperative mood with second person singular.

## Commands

Command names should be consistently translated in all localized products, the same US term should have identical translation in all localized applications. If an exception to the rule is necessary, please approve the new translation with the Terminologist.

Command names translated as verbs, e.g. **Save (Хадгалах)**, **Cut (Огтлох)**, **Paste (Хуулах)**, always in the infinitive. Many command names are translated as nouns, always in the nominative case, e.g. **List (Жарсаалт)**, **Break (Тусгаарлагч)**. There are some exceptions: **About (Програмын тухай)**, **What is it? (Энэ юу вэ?)**

<u>U</u> ndo	Ctrl+Z
<u>R</u> edo	Ctrl+Y
Cu <u>t</u>	Ctrl+X
<u>C</u> opy	Ctrl+C
<u>P</u> aste	Ctrl+V
Paste <u>s</u> hortcut	
Copy to <u>f</u> older...	
Mo <u>v</u> e to folder...	
Select <u>a</u> ll	Ctrl+A
<u>I</u> nvert Selection	

## Tooltips

Tooltips can be problematic since sometimes a menu item can also be used as a tooltip. If this is the case, imperative form in second person singular can be used. However, if a UI item is designated as tooltip, or a visual check confirms this, then either present tense or imperative mood in second person plural should be used. For tooltips that explain a function (what a UI item does), present tense with third person singular should be used. However, for the tooltips that explain user what to do with a UI item, imperative mood with second person plural should be preferred.

US Expression	Mongolian Expression	Comment
Delete all records	(+) Бүх бичлэгийг устга	This is a tooltip explains a function.
Share with friends	(+) Найзуудтайгаа хамтран ашигла	This is also a tooltip, but this one addresses the user.

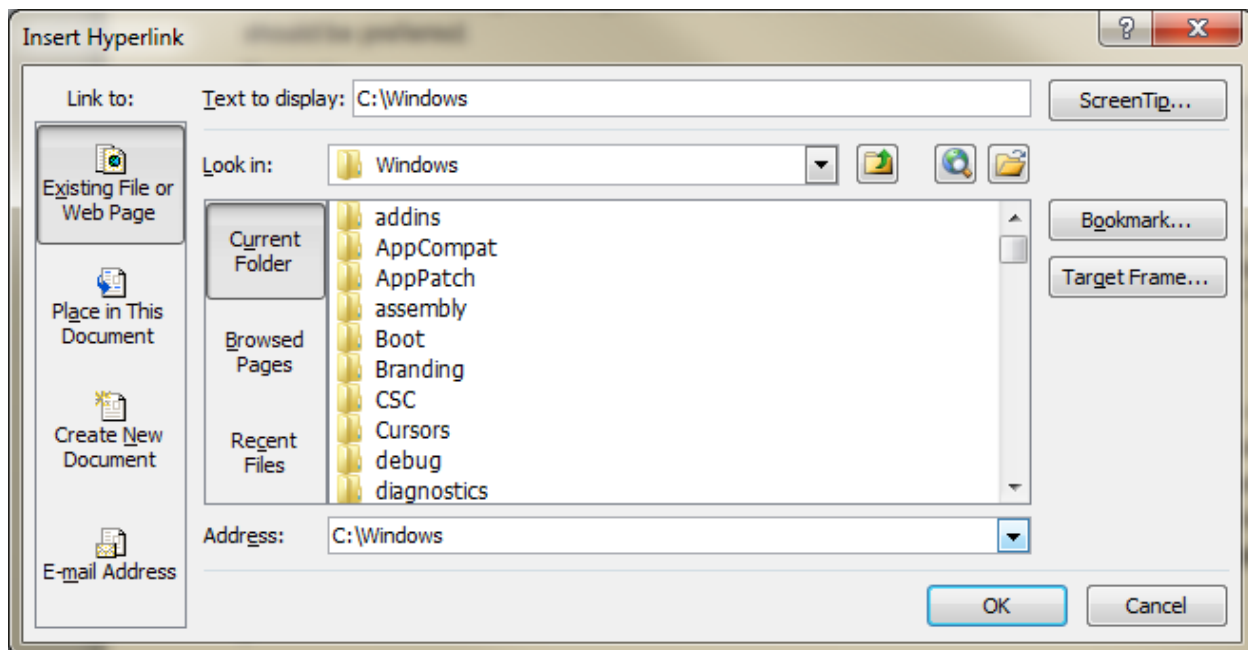
## Windows title, task names and steps of wizards

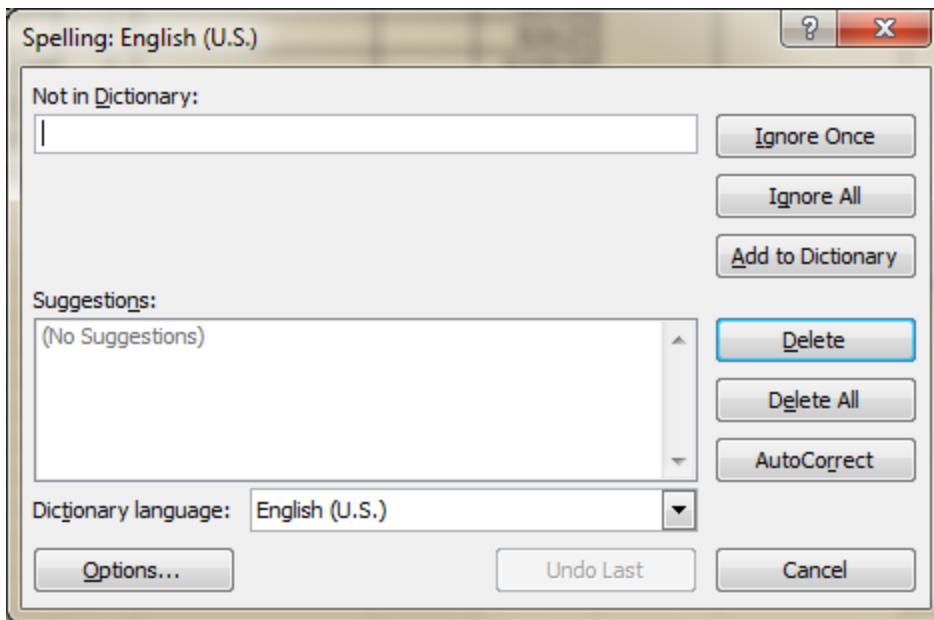
Window titles, task names and steps of wizards are translated in verbal noun form. It is also possible to use imperative mood with second person plural in case user is addressed.

US Expression	Mongolian Expression	Comment
Step 2: Change your password	(+) Алхам 2. Нууц үгээ өөрчлөх (+) Алхам 2. Нууц үгээ өөрчилнө үү	This is a step in a wizard.
Create a workspace	(+) Ажлын талбар үүсгэх	This is a task name.

## Dialog Box Components

When translating dialog box interface you should remember that you are expected to use consistent terminology and language style in all dialog boxes not only within currently localized application. You also need to ensure that your translations are consistent with translations in other localized applications. This is particularly important when localizing common (identical) dialog boxes found in several applications. An example of such common dialog boxes that often contain the same terminology are dialog boxes **Spelling** (Зөв бичих дүрэм) or **Insert hyperlink** (Вэб холбоос оруулах).





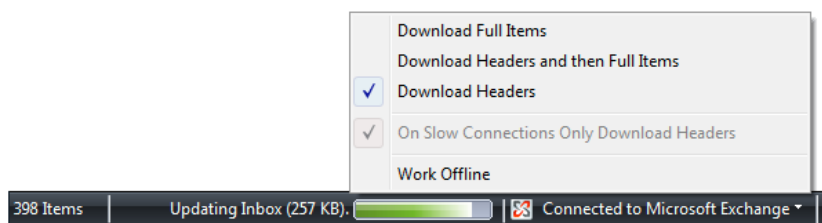
## Messages

There are several types of messages. Since they all address the user, and generally require an action, it is important to keep them easy to understand. Complicated messages can be divided into parts to improve the fluency in Mongolian.

### Status Messages

#### What is a Status Bar Message?

A status bar message is an informational message about the active document or a selected command as well as about any active or selected interface item. Messages are shown in the status bar at the bottom of the window when the user has chosen a menu, a command or any other item, or has started a function. The status bar messages refer to actions being performed or already complete (for example in Outlook below).



## Mongolian Style in Status bar Messages

In English, the status bar messages have different forms dependent on the information they must convey. In Mongolian, menu and commands status bar messages should follow the format below.

Name	Mongolian Name	Category	English Status Bar message	Mongolian Status Bar message
Edit	(+) Засварлах	menu	Contains editing commands	(+) Төрөл бүрийн засварлах команд сонгон ашиглах
Copy to Folder...	(+) Хавтас руу хуулах	menu	Copies the selected items to a new location	(+) Сонгосон зүйлийг шинэ байрлал руу хуулна
New	(+) Шинэ	command	Creates a new document	(+) Шинэ бичиг баримт үүсгэнэ.
			Make object visible?	(+) Объектийг харуулах уу?
			Word is converting the document. Press Esc to stop.	(+) Word бичиг баримтыг хувиргаж байна. Esc дарж зогсооно уу.
			Datasheet View	(+) Өгөгдлийн хуудасны дүрслэл
			Done	(+) Дууслаа

## The importance of standardization

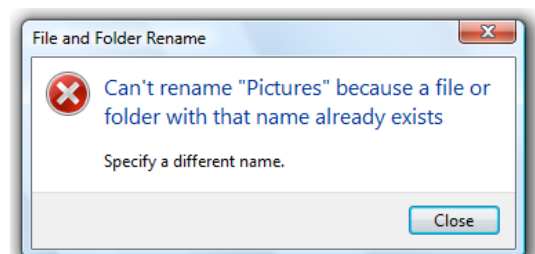
In the US product you can often find messages that are phrased differently even though they have the same meaning. Try to avoid this in the localized Mongolian version. Use one standard translation as in the examples below:

English term	Correct Mongolian translation
Press F1 to get Help	(+) F1 товчлуур дарж тусламж ав.
If you want Help press F1	
To get Help press F1	
Not enough memory	(+) Санах ой хүрэлцээгүй.
Insufficient memory	
There is not enough memory	
Save changes to %1?	(+) Өөрчлөлтүүдийг %1-д хадгалах уу?
Do you want to save changes to %1?	

## Error Messages

### What Is An Error Message?

Here is an example:



Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.

### Mongolian Style in Error Messages

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

Also, following the logical order of events rather than the original's word order is important. Following the original style too closely may cause fluency issues.

US Message Text	Mongolian Message Text
The server cannot send email notifications because the e-mail server cannot be contacted.	(+) Э-шуудангийн сервер лүү холбогдоогүй тул уг сервер анхааруулга илгээх боломжгүй байна. (-) Уг сервер анхааруулга илгээх боломжгүй, учир нь э-шуудангийн сервер лүү холбогдоогүй .
To enter your address, you should select your country.	(+) Хаяг оруулахын тулд улсаа сонгох хэрэгтэй. (-) Улсаа сонгоод, хаягаа оруулах хэрэгтэй.

### Standard Phrases in Error Messages

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

Examples:

English	Translation	Example	Comment
Cannot ... Could not ...	... боломжгүй байна	(+) Захиа илгээх боломжгүй байна.	Use neutral passive constructions without a subject.

English	Translation	Example	Comment
Failed to ... Failure of ...	... гэмтэл гарлаа	(+) Програмын шинэчлэлтийг суулгахад гэмтэл гарлаа.	Use neutral passive constructions without a subject.
Cannot find ... Could not find ... Unable to find ... Unable to locate ...	... олоход бэрхшээлтэй	(+) Захиаг олоход бэрхшээлтэй байна	Use neutral passive constructions without a subject.
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Санах ой хүрэлцээгүй		
... is not available ... is unavailable	... боломжгүй ... байхгүй	(+) Хандах боломжгүй. (+) Сүлжээний хамтран ашиглах сан байхгүй.	There are two possible translations for these phrases since the verb can change depending on the subject.

### 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".

If your language has agreement between adjectives and nouns, and the noun is a placeholder, it can be important to know what exact string will be in the placeholder, so that a preceding adjective can be inflected accordingly. The wording of most source strings has already been adjusted to avoid such localization issues and a syntactic construction has been chosen in which a placeholder is not modified by an adjective. However, be mindful of such issues when localizing software. In some languages there is also agreement between a noun subject and the verb. If your language has syntactic agreement, try to reword the translation to avoid a potentially ungrammatical sentence.



English example	Message User will see	Mongolian example
Replace invalid %s?	Replace invalid data? Replace invalid file?	(+) %s хүчингүй тул солих уу?
%s already exists	File already exists Name already exists	(+) %s хэдийнээ байна
%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	(+) %s одоо таны шууд холбоо барих хүн боллоо.
%s stopped working and was closed	The application stopped working and was closed The program stopped working and was closed	(+) %s ажиллахгүй зогссон тул хаагдлаа

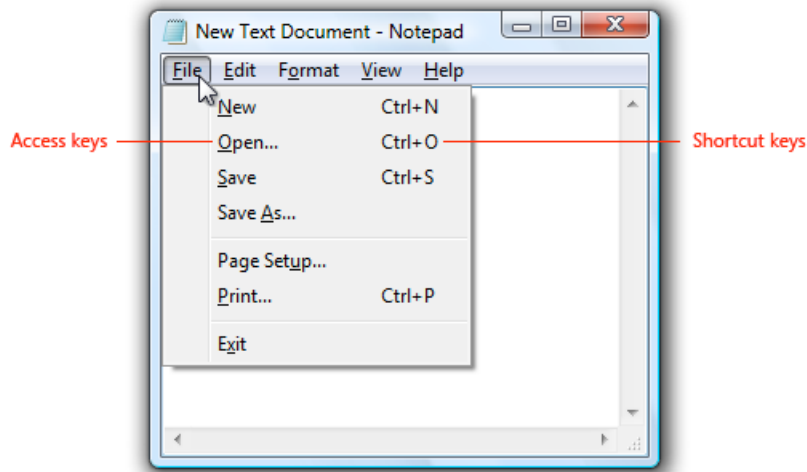
Check the information provided under [Frequent Errors](#) to see some common errors related to placeholders.

## 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). This also applies to localized forms of these names.

## Access Keys/Hot keys



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

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as l, I, t, r, f can be used as hot key	yes	
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	yes	They are not preferred over "upstroke" characters.
Extended characters can be used as hotkeys	yes	They are not preferred over Latin characters.
An additional letter, appearing between brackets after item name, can be used as hotkeys	yes	They are not preferred over other characters.
A number, appearing between brackets after item name, can be used as hotkey	yes	They are not preferred over other characters.
A punctuation sign, appearing between brackets after item name, can be used as hotkey	yes	They are not preferred over other characters.
Duplicate hotkeys are allowed when no other character is available	yes	

Hot Key Special Options	Usage: Is It Allowed?	Notes
No hotkey is assigned when no more characters are available (minor options only)	yes	

**Additional notes:** n/a

## 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.

## Numeric Keypad

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

## 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 they are sometimes given next to the command they represent. In opposition to the access keys, which can be used only when available on the screen, shortcut keys can be used even when they are not accessible on the screen.

### Standard Shortcut Keys

US Command	US English Shortcut Key	Mongolian Command	Mongolian Shortcut key
<b>General Windows Shortcut keys</b>			
Help window	F1	Тусламжийн цонх	F1
Context-sensitive Help	Shift+F1	Холбоотой тусламж	Shift+F1
Display pop-up menu	Shift+F10	Попап цэсийг харуулах	Shift+F10
Cancel	Esc	Болих	Esc
Activate\Deactivate menu bar mode	F10	Цэсний мөрийн горимыг идэвхижүүлэх/идэвхигүй болгох	F10
Switch to the next primary	Alt+Tab	Дараагийн үндсэн програм руу	Alt+Tab

US Command	US English Shortcut Key	Mongolian Command	Mongolian Shortcut key
application		шилжих	
Display next window	Alt+Esc	Дараагийн цонхыг харуулах	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Цонхны попап цэсийг харуулах	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	Идэвхитэй дэд цонхны попап цэсийг харуулах	Alt+-
Display property sheet for current selection	Alt+Enter	Тухайн сонгосон хэсгийн үзүүлэлтийн хуудсыг харуулах	Alt+Enter
Close active application window	Alt+F4	Идэвхитэй програмын цонхыг хаах	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Програм доторх (горимгүй) дараагийн цонх руу шилжих	Alt+F6
Capture active window image to the Clipboard	Alt+PrntScrn	Идэвхитэй цонхны зургийг “Санамж” руу оруулах	Alt+PrntScrn
Capture desktop image to the Clipboard	PrntScrn	Дэлгэцийн зургийг “Санамж” руу оруулах	PrntScrn
Access Start button in taskbar	Ctrl+Esc	Даалгаврын мөр дэх “Эхлэл” товч руу хандах	Ctrl+Esc
Display next child window	Ctrl+F6	Дараагийн дэд цонхыг харуулах	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Дараагийн чихтэй хавтанг харуулах	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Ажлын удирдлага ба системийг ажилд бэлдэх	Ctrl+Shift+Esc
<b>File Menu</b>			
File New	Ctrl+N	“Файл” - “Шинэ”	Ctrl+N
File Open	Ctrl+O	“Файл” – “Нээх”	Ctrl+O
File Close	Ctrl+F4	“Файл” – “Хаах”	Ctrl+F4
File Save	Ctrl+S	“Файл” – “Хадгалах”	Ctrl+S
File Save as	F12	“Файл” – “Өөрөөр хадгалах”	F12

<b>US Command</b>	<b>US English Shortcut Key</b>	<b>Mongolian Command</b>	<b>Mongolian Shortcut key</b>
File Print Preview	Ctrl+F2	“Файл” – “Хэвлэх байдал”	Ctrl+F2
File Print	Ctrl+P	“Файл” – “Хэвлэх”	Ctrl+P
File Exit	Alt+F4	“Файл” – “Гарах”	Alt+F4
<b>Edit Menu</b>			
Edit Undo	Ctrl+Z	“Засварлах” – “Үйлдэл буцаах”	Ctrl+Z
Edit Repeat	Ctrl+Y	“Засварлах” – “Үйлдэл давтах”	Ctrl+Y
Edit Cut	Ctrl+X	“Засварлах” – “Огтлох”	Ctrl+X
Edit Copy	Ctrl+C	“Засварлах” – “Хуулах”	Ctrl+C
Edit Paste	Ctrl+V	“Засварлах” – “Оруулах”	Ctrl+V
Edit Delete	Ctrl+Backspace	Засварлах” – “Устгах”	Ctrl+Backspace
Edit Select All	Ctrl+A	“Засварлах” – “Бүгдийг сонгох”	Ctrl+A
Edit Find	Ctrl+F	“Засварлах” – “Хайх”	Ctrl+F
Edit Replace	Ctrl+H	“Засварлах” – “Орлуулах”	Ctrl+H
Edit Go To	Ctrl+B	“Засварлах” – “Очих”	Ctrl+B
<b>Help Menu</b>			
Help	F1	Тусламж	F1
<b>Font Format</b>			
Italic	Ctrl+I	Налуу	Ctrl+I
Bold	Ctrl+G	Тод	Ctrl+G
Underlined\Word underline	Ctrl+U	Доогуур зураастай	Ctrl+U
Large caps	Ctrl+Shift+A	Том үсэг	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Жижиг үсэг	Ctrl+Shift+K
<b>Paragraph Format</b>			
Centered	Ctrl+E	Голлуулсан	Ctrl+E
Left aligned	Ctrl+L	Зүүн эгнүүлсэн	Ctrl+L
Right aligned	Ctrl+R	Баруун эгнүүлсэн	Ctrl+R
Justified	Ctrl+J	Жигдрүүлсэн	Ctrl+J

# Document Translation Considerations

Document localization may require some specific considerations that are different from software localization. This section covers a few of these areas.

## Titles

In English the titles for chapters usually begin with "How to ..." or with phrases such as "Working with ..." or "Using ...". In the Mongolian version of Microsoft documentation, these should be translated in verbal noun form.

US Expression	Mongolian Expression	Comment
How To Set Up Your Device	(+) Төхөөрөмж суурилуулах нь (-) Төхөөрөмжийн суурилуулалт (-) Төхөөрөмж суурилуулалт	"нь" may be added

## Cross References

Cross references provide the user links/addresses to additional information about a subject matter. General style used for providing these references in documentation is as follows:

US Expression	Mongolian Expression	Comment
See Chapter 28, "Using Bullets".	(+) Бүлэг 28 дахь "Сум ашиглах"-г үз.	
For details about how frames are displayed in other views, see "Displaying Frames in Different Views," later in this chapter.	(+) Хүрээг өөр дүрслэлд хэрхэн харуулах тухай мэдэхийг хүсвэл энэ бүлгийн "Өөр дүрслэлд хүрээ харуулах"-г үзнэ үү (-) Farklı görünümelerde çerçevelerin nasıl görüntülendikleri hakkında ayrıntılı bilgi için, bkz. bu bölümün sonundaki "Çerçeveleri Farklı Görünümelerde Görüntüleme".	Short form is not suitable here; this sentence should be written without using the abbreviation for "see".

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