Microsoft

Valencian Style Guide

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A guide to the Microsoft voice in Valencian

2 About this style guide

The primary goal of this guide is to help you understand and learn how to address all of the necessary linguistic and stylistic nuances of Valencian during the localization of Microsoft products and services.

Other language considerations covered in this style guide are accessibility, fictitious information, trademarks, geopolitical concerns and specific software considerations.

We welcome your feedback, questions and concerns regarding the style guide. Send your feedback via the [Microsoft Language Portal](#).

This guide was reviewed by the General Directorate for Language Policy and Multilingualism, Ministry of Education, Culture and Sport, Generalitat Valenciana.

2.1   Recommended reference material

Unless this style guide or the [Microsoft Language Portal](#) provide alternative instructions, use the orthography, grammar and terminology in the below publications.

Below normative sources must be adhered to. Any deviation from them automatically fails a string in most cases. When more than one solution is possible, consult the other topics in this style guide for guidance.

For specific Valencian linguistic reference:

1. [Criteris lingüístics de l'Administració de la Generalitat](#)
2. [Gramatic](#)
3. [Criteris lingüístics per als usos institucionals de les universitats valencianes, serveis lingüístics de les universitats valencianes, Alacant, 2005.](#)
4. [Gramàtica normativa valenciana, Acadèmia Valenciana de la Llengua, València, 2006.](#)
5. ["Diccionari normatiu valencià" of the Acadèmia Valenciana de la Llengua](#)

For general Valencian/Catalan language linguistic reference:

1. Badia i Margarit, A. M. Gramàtica de la llengua catalana. Descriptiva, normativa, diatòpica, diastràtica. Barcelona: Enciclopèdia Catalana, 1994.
2. Fabra, P. Gramàtica catalana. Barcelona: Teide, various editions.
3. Gramàtica de la llengua catalana de l'Institut d'Estudis Catalans. The reduced version is available [online](#).
4. Jané, A. Gramàtica catalana. Barcelona: Salvat, 1977.

Dictionaries

Specific for Valencian:

1. [Dictionary in SALT Traductor i Corrector de Valencià. Generalitat Valenciana.](#) (except all the linguistic elements marked as "vulgarisme", "estrangerismes" and "col·loquialismes."
2. Diccionari ortogràfic i de pronunciació del valencià, Acadèmia Valenciana de la Llengua, València, 2006.
3. Resolució 12/2002, de 31 de maig, de la Presidència de la AVL, per la qual es publica l'acord de l'Acadèmia Valenciana de la Llengua, adoptat en la reunió plenària de 20 de maig del 2002.

General for Valencian/Catalan:

1. Alcover, A. M.; Moll, F. Diccionari català-valencià-balear. 2a ed. Palma de Mallorca: Moll, 1978. 10. vol.
2. Bruguera, J. Diccionari ortogràfic i de pronúncia. Barcelona: Enciclopèdia Catalana, 1990.
3. Gran diccionari de la llengua catalana. Barcelona: Enciclopèdia Catalana, 1998.
4. Diccionari de la llengua catalana. 2a ed. Barcelona: Institut d'Estudis Catalans, 1997. Available online at http://dlc.iec.cat/.
5. Diccionari de neologismes. Barcelona: Termcat; Edicions 62, 1997.
6. Ginebra, J.; Montserrat, A. Diccionari d'ús dels verbs catalans. Barcelona: Edicions 62, 1999.
7. Ruaix, J. Diccionari auxiliar. Moià: Josep Ruaix, 1996.
8. TERMCAT. Diccionari d'Internet. Barcelona: Enciclopèdia Catalana, 2001.
9. TERMCAT. Societat de la informació. Noves tecnologies i Internet: diccionari terminològic. Barcelona: TERMCAT, Centre de Terminologia, 2000. Available online at https://www.termcat.cat/ca.

The following resources are also useful:

- Optimot, consultes lingüístiques. A service offered by the Direcció General de Política Lingüística in cooperation with Institut d'Estudis Catalans and Centre de Terminologia TERMCAT. Available online at http://gencat.cat/optimot/
- ésAdir. Portal lingüístic de la Corporació Catalana de Mitjans Audiovisuals. Available online at http://esadir.cat/

2.2   Change tracking

2022

Date	Article	Change
18 April	The whole document	• New hyphenation rules for compounds based on the latest spelling reform.

2021

Date	Article	Change
6 April	The whole document	• Changes made throughout document to align with feedback from the General Directorate for Language Policy and Multilingualism, Ministry of Education, Culture and Sport, Generalitat Valenciana

2019

Date	Article	Change
27 September	The whole document	• The outdated, repeated and needless information is deleted or corrected throughout the style guide • Change tracking section is updated to start from year 2017 • Sections deleted as outdated: Severity levels, Country region standards, Marketing content, Product specifics: LeX • Product specific information is arranged in separate topics • Biased language topic added

2017

Date	Article	Change
29 November	Country region standards	The reference to country/region standards information has been updated.

3   Microsoft voice

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

Three principles form the foundation of our voice:

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

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

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

3.1   Choices that reflect Microsoft voice

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

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

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

Because Microsoft voice means a more conversational style, literally translating the source text may produce target text that is not relevant to customers. To guide your

translation, consider the intent of the text and what the customer needs to know to successfully complete the task.

3.1.1 Biased language

Biased language referring to women or racial, ethnic, and other minority groups ranges from patronizing representations, stereotypes, and often well-intentioned euphemisms to obviously offensive expressions.

Gender bias

Regardless of whether the localized product is targeted at individual consumers, businesses, or internet audiences, the sensitivity of users to male and female stereotypes should be recognized by writers and localizers. Instead of stressing gender differences or reinforcing stereotypical distinctions between men and women, the language used should be as neutral as possible. The neutral approach also applies to the localization of scenarios, comparisons, examples, illustrations, and metaphors. Create a balance when assigning roles and functions to men and women, for example:

- Active versus passive roles
- Leading versus secondary roles
- Technical versus nontechnical professions

Scenarios, pictures, metaphors, and comparisons should be based on attributes that are common to all genders. Avoid referring to a specific gender for a person whose gender isn't known or relevant—for example, the user or a site administrator. You can often avoid this situation by rewriting the sentence to make the subject plural. The language in Microsoft products should sound natural, and people don't talk this way. Also, avoid the use of the slash or brackets to combine genders (although sometimes exceptions are made—see the following table).

Also see pages 104 to 113 of "Criteris lingüístics de l'Administració de la Generalitat" (Linguistic criteria of the Generalitat Administration)

Ethnic and racial bias

Ethnic or racial slurs are easy to identify and therefore easy to avoid. It's more difficult, however, to avoid involuntary bias, which arises from the use of expressions or names that the group represented considers inappropriate. This applies to word choices but also to scenarios, examples, and illustrations. As a rule, the group and its members should be represented as they want to be. This means above all using the name that the group itself uses. These names sometimes change because of altered cultural awareness

or a change of consciousness within the group itself, so that terms used in the past may no longer be acceptable. If in doubt, the localizer needs to research the most current sources on the name of the group.

3.1.2   Word choice

Terminology

Terminology must be used consistently and in line with the approved reference materials.

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

Short word forms and everyday words

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

The Valencian Microsoft voice can be conveyed through the use of the shortened form of words and through the use of everyday words. However, shortened words are not as common as in en-US, so be careful when thinking about using them in Valencian. See the table below for some examples.

en-US source term	ca-ES-valencia word	ca-ES-valencia word usage
demo	demo	This shortened form can be accepted instead of *demostració* in informal contexts.
megabyte / MB, gigabyte / GB, terabyte / TB	mega, giga, tera	These abbreviated forms can be accepted instead of *gigabyte, megabyte, terabyte*. For example, *necessitaràs 2 gigues per a...*
photo	foto	Use *foto* instead of *fotografia*.
e-mail account	compte de correu	The full term, *compte de correu electrònic*, is too long and people do not normally use it.

Synonyms

Word variety can convey a more natural and conversational tone in especially longer text and informal topics. You can deviate from established terminology **for general terms** if these happen to be used repetitively in a sentence or paragraph. For example, *use* is usually translated as *utilitzar*, but it can also be translated as *usar, emprar*. Likewise, in the case of two source terms that usually get translated in one way only, you can use synonyms to differentiate them. For example, *upload* and *load* tend to be translated as *carregar*. In this case, in informal contexts and long texts, you could also use *penjar* or *pujar* for upload (if not used as UI terms and to avoid repetition of terms within a sentence or paragraph). This translation may be used for a more natural and conversational tone and to deviate from what might be perceived as 'formal'. Avoid at all costs using non-normative language influenced by Spanish or English, which may be heard in everyday conversations and may even be widely used, but it is not correct. Such words and expressions, known as *barbarismes*, must be avoided.

en-US source term	ca-ES-valencia term	ca-ES-valencia synonym
purchase	adquirir	comprar, obtindre
warn	avisar	alertar
change	canviar	modificar
successfully	correctament	ben (for example: *ben instal·lat* instead of *instal·lat correctament*)
e-mail	correu electrònic	correu (do not use the English words: mail, email, e-mail)
functionality	funcionalitat	funcions, característiques
enter	introduir	escriure (when it refers to actually typing/writing something)
select	seleccionar	triar, escollir

hint	suggeriment	pista (more informal, when referring in en-US to password hint)
call	trucada	telefonada (when referring to a phone call)
reinstall	tornar a instal·lar	reinstal·lar
use	utilitzar	emprar, usar

3.1.3   Words and phrases to avoid

Microsoft voice avoids an unnecessarily formal tone.

See below words or phrases to avoid in Valencian and their equivalent words or phrases to be used to convey the Valencian Microsoft voice. Note that some of the suggestions below might not fit all contexts. They are provided as examples.

en-US source	ca-ES-valencia word to avoid	ca-ES-valencia word/phrase
detect	detectar (un error)	trobar (un error), topar amb (un error), ensopegar amb (un error)
locate	localitzar	trobar, buscar (depending on context)
require	requerir	necessitar
request	sol licitar	demanar
however	tanmateix, no obstant, no obstant açò	Però
reinstall	tornar a instal lar	reinstal lar
have a chance to...	tindre l'oportunitat de...	poder...

3.2   Sample Microsoft voice text

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

See the Pronouns section for more information on how to address the user. Always double check.

3.2.1   Address the user to take action

US English	ca-ES-valencia target	Explanation
The password isn't correct, so try again. Passwords are case-sensitive.	La contrasenya no és correcta; torna-ho a provar. Les contrasenyes distingeixen entre majúscules i minúscules.	The user has entered an incorrect password so provide the user with a short and friendly message with the action to try again.
This product key didn't work. Check it and try again.	Aquesta clau del producte no funciona. Comprova-la i torna-ho a provar.	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	Tot a punt!	Casual and short message to inform user that setup has completed, ready to start using the system.
Would you like to continue?	Vols continuar? (for example, in Windows Phone) / Voleu continuar? (for example, in Office)	Use of the second person pronoun "you" to politely ask the user if they would like to continue. Note that the form chosen depends on how you must address the user.
Give your PC a name—any name you want. If you want to change the background color, turn high contrast off in PC settings.	Dona el nom que vulgues a l'ordinador. Si vols canviar el color de fons, desactiva el contrast alt a Configuració de l'ordinador.	Address the user directly using second person pronoun to take the necessary action.

Note: See the [Pronouns](#) section for more information on how to address the user. Always double check.

3.2.2   Promoting a feature

US English	ca-ES-valencia 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.	La contrasenya d'imatge és una nova manera de protegir els ordinadors amb pantalla tàctil. Per a crear la teua contrasenya exclusiva, sols has de triar la imatge i els gestos que utilitzaràs.	Promoting a specific feature with the use of em-dash to emphasis the specific requirements to enable the feature which in this case is picture password.
Let apps give you personalized content based on your PC's location, name, account picture, and other domain info.	Fes que les aplicacions et proporcionen contingut personalitzat basant-se en la ubicació, en el nom, en la imatge del compte i en altres dades de domini de l'ordinador.	Promoting the use of apps. Depending on the context of the string we can add some more familiarity to the text by using everyday words for e.g. PC.

Note: See the [Pronouns](#) section for more information on how to address the user. Always double check.

3.2.3   Providing how-to guidelines

US English	ca-ES-valencia target	Explanation
To go back and save your work, click Cancel and finish what you need to.	Per a tornar arrere i guardar la faena, fes clic a Cancel·la i acaba allò que estaves fent.	Short and clear action using second person pronoun.
To confirm your current picture password, just watch the replay and trace the example gestures shown on your picture.	Per a confirmar la contrasenya d'imatge actual, mira la reproducció i ressegueix els gestos d'exemple mostrats en la imatge.	Voice is simple and natural. The user isn't overloaded with information; we tell them only what they

		need to know to make a decision.
It's time to enter the product key. It should be on the box that the Windows DVD came in or in an email that shows you bought Windows. When you connect to the Internet, we'll activate Windows for you.	Ha arribat l'hora d'introduir la clau del producte. Hauria d'estar en la caixa del DVD del Windows o en un missatge de correu electrònic de compra del Windows. Quan et connectes a Internet, t'activarem el Windows.	Speak to the user directly and naturally using second person pronoun "you" on clear actions to enter the product key.

Note: See the [Pronouns](#) section for more information on how to address the user. Always double check.

3.2.4   Explanatory text and providing support

US English	ca-ES-valencia target	Explanation
The updates are installed, but Windows 8 Setup needs to restart for them to work. After it restarts, we'll keep going from where we left off.	S'han instal·lat les actualitzacions, però el programa d'instal·lació del Windows 8 ha de reiniciar-se perquè funcionen. Després de reiniciar-se, continuarem des del punt on ens hem quedat.	The language is natural, the way people talk. In this case voice is reassuring, letting the user know that we're doing the work. Use of "we" provides a more personal feel.
If you restart now, you and any other people using this PC could lose unsaved work.	Si el reinicies ara, tu i les altres persones que utilitzeu este ordinador podríeu perdre la faena que no hàgeu guardat.	Voice is clear and natural informing the user what will happen if this action is taken.
This document will be automatically moved to the right library and folder after you correct invalid or missing properties.	Este document es desplaçarà automàticament a la biblioteca i a la carpeta correctes quan en corregisques les propietats no vàlides o que hi falten.	Voice talks to the user informatively and directly on the action that will be taken.
Something bad happened! Unable to locate downloaded files to create your bootable USB flash drive.	Tenim un problema: no s'han trobat els fitxers baixats per a crear la unitat flaix USB d'arrancada.	Without complexity and using short sentences inform the user what has happened.

Note: See the [Pronouns](#) section for more information on how to address the user. Always double check.

4 Language-specific standards

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

4.1 Grammar, syntax and orthographic standards

This section includes information on how to apply the general language and syntax rules to Microsoft products, online content, and documentation.

4.1.1 Abbreviations

Common Abbreviations

You might need to abbreviate some words in the UI (mainly buttons or options names) due to lack of space. This can be done in the following ways:

General Rules

- The order of the letters in the abbreviation should match that of the source word (art. for article).
- A word should not be abbreviated by omitting only one letter.
- In order to avoid confusing the reader, do not abbreviate a word in such a way that its abbreviation would coincide with an established convention for a different word.

List of common abbreviations:

Expression	Acceptable Abbreviation
mínim	mín.
número	núm.
per exemple	p. ex.
pàgina	pàg.
telèfon	tel.
vegeu	veg.

nombre	nre.

Extended Characters in Abbreviations: Some abbreviations require the use of extended characters (°C, 1ª, etc.). Never use a degree symbol (°), obtained by pressing ALT+0176 or ALT+248, as a substitute for the ordinal (º), obtained by pressing ALT+167!

Don't abbreviate product/application names if not told otherwise.

4.1.2   Acronyms

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

We will make the following distinction in Valencian between "acronyms" (acrònims) and "abbreviations by initials" (sigles):

- Sigles are abbreviations formed from the initial letters of each of the major parts of a compound term. Such abbreviations are usually set in full capital letters, and have no plural, for instance: WYSIWYG (What you see is what you get)
- Acrònims are abbreviations formed from the initial syllables or from a combination of the syllables of each of the successive parts or major parts of a compound term, for example: radar (radio detecting and ranging) or modem (mòdem in Valencian for "modulador desmodulador").

Acronyms and sigles behave like nouns. If a gender is needed, it is that of the spelled-out form. In the case of non-Valencian words, the gender will vary according to usage.

Sigles have no plural, i.e., no "–s" added at the end. The number is usually given by the preceding determiner.

When it is possible to pronounce the acronym as a proper name, it is permissible to write it in lower case with an initial capital (Unesco, Opep).

Localized Acronyms

Localized acronyms must be used whenever their usage is widely spread; for instance:

en-US source	ca-ES-valencia target
VAT	IVA

FAQ	PMF
USA	EUA

In all instances, check with corresponding project-specific reference material for proper usage of acronyms.

Unlocalized Acronyms

Unlocalized acronyms must be used whenever their usage is widely spread also for Valencian and/or internationally; for instance:

en-US source	ca-ES-valencia target
PC	PC
USB	USB
PIN	PIN
CD	CD

In all instances, check with corresponding project-specific reference material for proper usage of acronyms.

Note: Remember that these types of acronyms do not have a plural form.

4.1.3   Adjectives

In Valencian, adjectives should usually be placed after the noun, unlike in English.

en-US source	ca-ES-valencia target
Create **new** folder	Crea una carpeta **nova**

Possessive adjectives

The frequent use of possessives is a feature of English language. However, in Valencian, possessive adjectives are only used to express real sense of property. Therefore in most cases it is advisable to translate the possessives simply with the determinate article.

en-US source	ca-ES-valencia target
Open **your** file	Obriu **el** fitxer

4.1.4 Articles

General considerations

English texts tend to be more economical with words and tend to omit articles, etc. However, in Valencian all necessary linguistic elements must be used (articles, pronouns, prepositions, etc.)

en-US source	ca-ES-valencia target
Connect to the server	Connecta't al servidor
Add to message	Afig-ho al missatge
Change table properties	Canvia les propietats de la taula

Unlocalized Feature Names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. Unlike in English and Spanish, the definite article must always precede the name of programs and applications in Valencian.

Example:

en-US source	ca-ES-valencia target
Setting the default printer or options will affect Word and all other Windows-based applications.	La impressora i les opcions que definiu per defecte afectaran el Word i la resta d'aplicacions del Windows.

Localized Feature Names

Translated feature names are handled in the same way as the unlocalized ones. The definite article must be used.

Example:

en-US source	ca-ES-valencia target
A page which can be easily edited in the web browser using Web Edit.	Una pàgina que pot editar-se de manera fàcil en el navegador web mitjançant l'Edició web.

Articles for English Borrowed Terms

When faced with an English loan word previously used in Microsoft products, 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 Valencian?
- Analogy: Is there an equivalent Valencian 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.

Example:

en-US source	ca-ES-valencia target
the internet	Internet
a banner	un bàner
a blog	un blog
a URL	una URL

4.1.5 Capitalization

English tends to capitalize much more often than Valencian. The use of unnecessary capital letters should be avoided in Valencian.

Example:

en-US source	ca-ES-valencia target
Table Definition	CORRECT: Definició de la taula

INCORRECT: Definició de la Taula |

When to use upper case: First letter of a sentence, after full stop, after exclamation/question mark/ellipsis, proper names, menu or dialog names. Also, only the first letter of a heading is capitalized, unless the heading also contains a word or words that would normally be written with an initial capital or in all capitals (e.g. name of a product or an acronym).

As noted before, Valencian capitalization differs from English capitalization. For instance, only the first letter of the first word is capitalized in Valencian in captions, headings, titles, commands or menu names, etc. The use of capital letters on key names is normally limited to the initial letter of the key name; in that regard documentation and software should be the same, we recommend not changing the character format included for English. The following tables give the correct capitalization rules for various situations:

Item	Initial capital?		Example
	English	Valencian	
Genitive adjectives	Yes	No	argentí, brasiler, holandés, rus
Names of days, months, seasons	Yes	No	dilluns, gener, primavera
Names of languages	Yes	No	anglés, francés, xinés, alemany
Names of templates	Yes	Yes	la plantilla Normal
Views	Yes	No	visualització del full de dades visualització normal
Press Ctrl-C to exit from refresh.	Yes	Yes	Premeu Control-C per a eixir de l'actualització.

Usually All Capitals

Item	All caps?		Example
	English	Valencian	
Device names	Yes	Yes	LPT1
Directories	Not necessarily	Not necessarily	directori TMP or Tmp

Drive names	Yes	Yes	unitat A:
Environment variables	Yes	Yes	INCLUDE
File extensions	Not necessarily	Not necessarily	els fitxers .TXT or .txt
Filenames	Not necessarily	Not necessarily	fitxer DESPESES.XLM or Despeses.xlm
Program name abbreviations	Yes	Yes	el compilador de recursos (RC, *Resource Compiler*)
Message constants	Yes	Yes	el missatge WM_PAINT
Paths	No	No	C:\Taules.Tax.xls
Registers	Yes	Yes	DS
Symbolic constants	Yes	Yes	NULL

Usually Lowercase

Item	All lowercase?		Example
	English	Valencian	
Command-line commands	Yes	Yes	l'orde **copy**
Command-line options	Yes	Yes	l'opció **/l**:
Toolbar	No	Yes	barra d'eines
Unnamed windows	Yes	Yes	la finestra del document
User input	Yes	Yes	escriu **copy** *nom_de_fitxer* **b:**
Utility names	Yes	Yes	la utilitat **chkdsk**

Accented Capital Letters

The use of accented capital letters is mandatory according to the Valencian grammar. Accented capital letters are to be used unless otherwise specified or when their use is not possible due to software incompatibilities. For instance, names of

functions in programming languages cannot take accent marks. Should the user type the name of the function with an accented capital, the software will return an error message, very general in nature and not indicative of the actual cause of the error.

Software Interface Elements

Capitalize only the first letter of the first word in commands, dialog box titles, dialog box options, options or commands "with slashes", menus, buttons, and names of windows.

Example:

Al menú **Fitxer**, tria l'orde **Anomena i guarda**.
Al quadre de diàleg **Selecció especial**, tria l'opció "Cel·les en blanc".
A la finestra Ajuda, selecciona el botó "Cerca".
Al menú **Visualització**, tria **Capçalera i peu**.

4.1.6   Compounds

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

Usually, hyphen is not used in prefixes and most compounds.

Example: antivirus, audiovisual

However, it should be used with compounds containing two Valencian words, when the second one begins with "s," "r" or "x."

Example: Porta-retalls, posa-ratolins

New spelling rules for compounds

An hyphen should be used with compounds when needed for phonetic reasons. Example: nord-estejar, sud-americanització.

An hyphen should be used with compounds when the terms do not reflect a unitary concept. Example: tractat hispano-portugués, (i.e., both countries bilaterally).

The 'r' should be duplicated with compounds in the following cases:

- Prefix a- (arrítmia), prefix co- (corresponsable) and prefix e- (erradicar).
- Compounds with the origin root raqui(o) "columna vertebral", reo "corrente", rin(o) "nas", riz(o) "arrel" and rodo "rosa", as well as with the endings -rafia "costura, sutura", -ragia "vessament", -rea "flux", -rexi "ruptura", -rinc "trompa, bec" and -oide "semblant a". Examples: glucorràquia, biorreologia, arrínia, arrize, cinorrodon, arteriorrafia, hemorràgia, diarrea, miorrexi, ornitorrinc, hemorroide.

Generally, when new terms are formed by prefixing, the prefix is written together with the word, except in these cases where a space is needed:
- When the root term is formed by several words: pro drets humans, vice primer minister, anti pena de mort, pro pater familias.
- When the root term has a graphic element (hyphen, upper case, acronyms, symbol, number, quotes ,or italics): pseudo ciència-ficció, anti nord-americà, pro ping-pong, ex Unió Soviètica, ex URSS, anti e-mail, sub 21, ex "hippy", anti rock-and-roll.
- When the combination of the prefix and the root word can result in an homonymous form: ex pres, co rector.

4.1.7 Conjunctions

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

The Valencian Microsoft voice can be conveyed through similar use of conjunctions: starting a sentence with a conjunction, which is acceptable in an informal tone and style.

en-US source text	ca-ES-valencia old use of conjunctions	ca-ES-valencia new use of conjunctions
And finally, we need to find out a few things about the new IIS Virtual Server we will create…	Per a acabar, cal conéixer algunes dades sobre el servidor virtual de l'IIS que es crearà…	I, finalment, ens cal esbrinar algunes dades sobre el servidor virtual de l'IIS que crearem…

4.1.8 Gender

When the same adjective or participle modifies two nouns of different gender, it is recommended to use the masculine form of adjective/participle.

Example:

en-US source	ca-ES-valencia target
Hide running programs and applications.	Amaga els programes i les aplicacions oberts.

4.1.9 Localizing colloquialism, idioms, and metaphors

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

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

- Do not attempt to replace the source colloquialism with a Valencian colloquialism that fits the same meaning of the particular context unless it is a perfect and natural fit for that context. This colloquialism must not be a localism, and you must avoid using what is known as *barbarisme*, i.e. incorrect due to the influence of Spanish.
- Translate the *intended meaning* of the colloquialism in the source text (as opposed to literally translating the original colloquialism in the source text), but only if the colloquialism's meaning is an integral part of the text that can't be omitted.
- If the colloquialism can be omitted without affecting the meaning of the text, omit it.

en-US source	ca-ES-valencia target
We've hit a snag…	Hem topat amb un obstacle…
All ready to go	Tot a punt!
It's lonely in here without photos.	Açò està molt desert, sense cap foto.
We're going through all items in your account, so bear with us.	Estem analitzant tots els elements del compte, tin paciència.

4.1.10 Nouns

General considerations

In Valencian, nouns can usually vary in number and gender (for example: el gos, la gossa, els gossos, les gosses). Follow general Valencian language grammatical rules.

Plural Formation

When a noun ends in -sc, -st, -xt or -ig, it is recommended to insert a vowel except in the case of "raigs X" or "test" (when is used to mean "exam)".

Example: bosc > boscos, test > tests, context > contextos, sondeig > sondejos

In Valencian, the plural of some words ending in -e can be made with -s or -ns. It is recommended to use the -s forms except for «hòmens» and «jóvens» which are the generalised Valencian forms.
Example: marge > marges, verge > verges, etc. BUT home > hòmens, jove > jóvens

4.1.11 Numbers

This topic includes guidelines when to use numerals (symbol that represents a number. e.g. 1, 2, 3, 234, etc.) and when to spell out numbers (one, two, three, two hundred and thirty-four) and other aspects for the particular language.

Numbers should be spelled out in the following scenarios:

a) Numbers that are expressed with one word (for example, "cent", "milió", "bilió", etc.)
b) Numbers that express an approximated quantity or that are used for expressive purposes (for example, "El document té trenta planes aproximadament", "Ho hem repetit trenta mil vegades", etc.).
c) Numbers used to refer to decades (for example, "la dècada dels seixanta").
d) For ordinals and fractions (for example, "la Primera Internacional", "un terç de les funcionàries").

4.1.12 Prepositions

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

For the Microsoft voice, use of prepositions is another way to help convey a casual or conversational tone. Starting or ending a sentence with a preposition is acceptable practice in conveying en-US Microsoft voice. Although ending a sentence with a preposition is not applicable to Valencian, sometimes the Valencian Microsoft voice can be conveyed through the use of 'simpler' prepositions instead of the extended use of prepositional phrases or more 'formal' prepositions.

Source Text Expression	ca-ES-valencia Expression	Comment
Connect using a modem	Connecta't **amb** un mòdem	Instead of the more formal «Connecta't **mitjançant** un mòdem»
Connection broken due to an error	S'ha tallat la connexió **per** un error	Instead of the more formal «S'ha tallat la connexió **a causa d'**un error»

PER/PER A

In Valencian, the prepositions "per" and "per a" can appear in front of a noun phrase or an infinitive.

In front of a noun phrase:

- "Per" should be used to introduce complements such as causal ones, the agent in passive sentences, the route in a movement and an exact, long period of time.

Example: Per Nadal, apareixerà una nova versió del programa.

- "Per a" should be used to introduce the recipient or the destination.

Example: Aplica la configuració per defecte **per al** sistema.

In front of an infinitive:

- "Per" should be used to introduce complements expressing a cause, a purpose or something that still has to be done.

Example: Estem treballant **per** millorar l'accessibilitat. L'actualització encara està **per** fer.

- "Per a" should be used to introduce complements which modify adjectives, nouns or adverbs, or when the idea of purpose is missing.

Example: Disponible **per a** baixar. El complement serveix **per a** augmentar les prestacions.

4.1.13 Pronouns

As a general rule, Valencian does not use personal pronouns, as the personal form is conveyed already by the verb, and personal pronouns are only used when it's unclear who "does" the action. Regarding possessives, they can be used if necessary, but try not

to transfer to the localized version the extensive use in en-US of possessive pronouns and adjectives. Pay special attention to the use of *pronoms febles*, since they tend to be omitted due to the influence of the Spanish language.

Example:

en-US source	ca-ES-valencia target	Comments
Connect to the server	Connecta't al servidor	Instead of «Connecta al servidor»
Add to message	Afig-ho al missatge	Instead of «Afig al missatge»
Open your browser.	Obri el navegador.	Avoid using the possessive pronoun (Obri el teu navegador.)

How to localize YOU

Always check with your project manager or linguistic contact if «tu» or «vós» must be used to address the user in the product and component you are translating. For example, in the case of immersive apps, «tu» must be used, whereas «vós» is used in more formal contexts. Remember that the pronoun «vós» is singular, so any adjectives which directly refer to the user should be in the singular form too. As for products, for example, Windows addresses the user as «tu», whereas Office (except for the immersive apps), addresses the user as «vós». Always double check how you should address the user. Regarding Office and Exchange, see the sections below.

Note that the second person singular of the imperative must always be used to address the system.

4.1.14 Punctuation

Follow the general punctuation rules for Valencian. They are available in the recommended reference materials. Below you can find some guidelines.

Bulleted lists

They should follow Valencian general punctuation rules. I. e., if the bulleted list items are complete sentences, each should start with an uppercase letter and end with a period. If the bulleted items continue an introductory clause, each should start with a lowercase

letter and end with a comma, except the last, which should end with a period. Another possibility is not to use any punctuation at all in lists without verbs. Take into account that this might be restricted in UI projects where punctuation must follow the source.

Comma

Do not use comma before conjunctions "i" and "o" when enumerating related items.

Example:

US English	ca-ES-valencia target	Comment
Menus, toolbars, and keys.	Menús, barres d'eines i tecles.	Do not use a comma before "i."

Use comma when joining propositions:

Example:

US English	ca-ES-valencia target
Check for new messages at startup.	En iniciar, comprova si hi ha correu nou.

Colon

Use colons to introduce an enumeration belonging to the same sentence, before presenting an example and before a quote. No blank space should be left before the colon, and one blank space must be left after it. We normally use lowercase after the colon (exceptions: when there is a textual quote that begins with an uppercase letter and is a separate sentence, and when the sentence that goes after the colon starts in the following paragraph).

Example:

ca-ES-valencia example
Per exemple: un ordinador.

Do not use colons twice in the same sentence. Replace the second one with a period or semicolon when necessary.

Example:

Dashes and Hyphens

Three different dash characters are used in English:

Hyphen

The hyphen is used to divide words between syllables, to link parts of a compound word, and to connect the parts of an inverted or imperative verb form (e.g. "Consulteu-la"). A **hyphen** (U002D or -) is used to join two parts of a compound term and to divide words (into syllables) at the end of a line. It is the shortest of the three dash characters.

In Valencian, a single vowel should not be left alone at the beginning or the end of a line and hyphenated words should never be broken and must appear on the same line.

Example: MS-DOS, porteu-vos, Porta-retalls

When used to specify intervals of numbers or data ranges in Valencian, this character is directly attached to the elements being joined and no space is added between the items.

En Dash

The en dash is used as a minus sign, usually with a space before. 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: –18 ºC, pàgines 112–123

Em Dash

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. When it performs the same function as brackets (that is, introduce an element that is not essential to the meaning conveyed by the sentence) a space must be placed before the opening em dash and after the closing em dash for Valencian.

Example:

US English	ca-ES-valencia target	Comment
These cells hold the individual elements—text, numbers, formulas etc.—which make up the data to be displayed and manipulated.	Estes cel·les contenen elements individuals —text, números, fórmules, etc.— que constitueixen el conjunt de dades que es mostraran i es manipularan.	Do not forget to use spaces.

When used to emphasize an isolated element, it should be replaced by comma or semicolon:

US English	ca-ES-valencia target	Comment
Going the other way is not so easy—you must delete and reinsert each image, one at a time.	Fer-ho de l'altra manera, no és tan senzill: cal suprimir i tornar a insertar cada imatge, una per una.	You could even start a new sentence in this case, but anyway do not use an em dash in this case in Valencian.

Ellipses (Suspension Points)

No blank space should be used between ellipses and the preceding term.

Example:

US English	ca-ES-valencia target
Loading …	S'està carregant…

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

If a sentence begins with ellipses, no blank space should be used either. Also, don't use ellipses with "etc." and "etcètera" as it is redundant.

Example:

US English	ca-ES-valencia target	Comment
… the field name is not empty.	…el nom del camp no és buit.	

	Directori del projecte, fitxer d'eixida… OR Directori del projecte, fitxer d'eixida, etc.	Do not use "Directori del projecte, fitxer d'eixida, etc..."
Project directory, output file, etc.		

Period

Periods are commonly used at the end of sentences or in abbreviations. Do not use periods after ellipses.

Example:

US English	ca-ES-valencia target
Change the preferences for downloading message headers.	Canvia les preferències per baixar capçaleres de missatge.
News, research, quotes, etc.	Notícies, treballs de recerca, cites, etc.

Quotation Marks

In Valencian, the quotation marks commonly used are the guillemets or chevrons (« ») (also called Latin quotes). With the widespread use of texts and translations that generally use the English soft text as the basis for the new translated text, curly quotes (" ") have also become common in Valencian printed material. In Valencian Microsoft voice, as a general rule, we will use double straight quotes. In any case, we will not use single quotation marks, even in UI (unless the single quotation mark is part of a code that must not be altered), regardless of English. The only exception is when quotes must be used within quotes. Then, double quotes will be used first and single quotes will be used within them.

Example:

- Per obtenir més informació sobre com reparar el sistema, consulta "Manteniment del sistema" al capítol 12, "Reparació del sistema."
- No s'ha pogut obrir el fitxer "%s."
- Seleccioneu "D'acord" quan estigueu llest per a crear el compte.

Parentheses

Both in English and in Valencian, there is no space between the parentheses and the text inside them.

Here are some peculiarities:

- In the US English software, often additional short text in brackets starts with a capital letter. In Valencian, when the short text in brackets is not a full sentence, it does not require a capital letter.
- In Valencian, the text within brackets is a full sentence, there is a full stop **inside** the closing bracket.

Example:

US English	ca-ES-valencia target
Keep existing driver (Recommended)	Conserva el controlador existent (opció recomanada)
This chapter is about RTF (Rich Text Format).	Este capítol parla de l'RTF (Rich Text Format, *format de text enriquit*).
You can choose to load a document stored in ASCII, or RTF format. (For further information, see Chapter 7.)	Pots baixar un document guardat en ASCII o en format RTF. (Per a obtindre més informació, consulta el capítol 7.)

4.1.15 Sentence fragments

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

The Valencian Microsoft voice can be conveyed through the use of sentence fragments in some cases. See the table below for some examples.

US English source text	ca-ES-valencia long form	ca-ES-valencia sentence fragment
Get more information	Obtín més informació	Més informació
Follow the steps below. / Use the following steps. (and similar)	Seguiu estos passos.	Fes açò:

4.1.16 Subjunctive

Subjunctive must be used in the following instances:

- És possible que/pot ser que + subjuntive
- És recomanable que + subjuntive (also for personal forms)

Example:

US English	ca-ES-valencia target
It may have been deleted.	És possible que s'haja suprimit.
It is recommended that you remove this web part from the page.	Et recomanem que suprimisques este element web de la pàgina. OR És recomanable que suprimiu este element web de la pàgina.

4.1.17 Symbols & non-breaking spaces

Units of measure can be abbreviated with their corresponding symbols. In the unlikely event of a measure unit indicated in the English Customary System (inches, pounds, gallons…) we recommend using the English symbol, not the abbreviation, since these units of measurement are not commonly used outside the English-speaking countries.

Example:

US English	ca-ES-valencia target
€	€
h	h
inches	in
KB	kB
MB, GB	MB, GB
kb/s	kb/s

mb/s	mb/s
MHz	MHz
°C	°C

Remember to leave a space between the number and the measurement in Valencian:

US English	ca-ES-valencia incorrect translation	ca-ES-valencia correct translation
5KB	5kB	5 kB
64MB RAM	64MB de RAM	64 MB de RAM

In documentation, use non-breaking spaces (Ctrl+Shift+Spacebar) between words that should not separate onto different lines. If two words are connected by a non-breaking space, they will be kept together, even if subsequent editing causes line breaks to change. On your screen, a non-breaking space looks like a degree symbol (°), but it will print like a space. In software, non-breaking spaces ( ) should only be used whenever they are present also in the US English text. Otherwise, it is recommended to use a blank space as non-breaking spaces can create functionality problems.

In documentation, use non-breaking spaces in the following instances:

- Between capítol, apèndix, apartat, secció and its number or letter.
- Between a unit of measure or currency and the number that goes with it.
- Between any items that should not be divided onto separate lines (for example, Windows Vista, Microsoft Word).

4.1.18 Verbs

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

The Valencian Microsoft voice can be conveyed similarly through the use of verb tenses. Simple tenses are preferred over compound tenses when they are grammatically admissible. The use of future tense is OK to express something that will happen in the future or in conditional clauses where the context requires the use of the future tense. The usage of simple past **does not apply** to Valencian.

US English source text	ca-ES-valencia use of verb tense	Comments
After you finish installing the program, you can start playing music.	Després d'instal·lar el programa, podreu començar a reproduir música.	Instead of «Després d'haver instal·lat el programa, podreu començar a reproduir música.»
Check that you've entered the name of the printer and print server correctly.	Comprova que el nom de la impressora i del servidor d'impressió estiguen ben escrits.	Instead of «Comprova que has introduït correctament el nom de la impressora i del servidor d'impressió.»
After you finish installing the tool, the icon appears on the desktop.	Després d'instal·lar l'eina, la icona apareix en l'escriptori.	Instead of «Quan hàgeu acabat d'instal·lar l'eina, la icona apareixerà en l'escriptori.»

The English forms often do not distinguish between various uses of verbs (command, function name, description of an ongoing process, etc.). Find out what is really meant with the string, and translate accordingly. For details on translating specific elements, see the corresponding item below.

- For commands, instructions, suggestions, etc., always use the imperative form, not impersonal forms or infinitives (use the 2nd person singular of the imperative (*tu*) to address the system; unlike English and Spanish, the infinitive form should never be used in Valencian). The only exception is the title of dialog boxes: in English, dialog box titles are usually identical with the command that opened the dialog box. In Valencian, they should normally be nouns except for questions (usually translated as questions).
- In menu, tab, and window titles the use of nouns is preferred in Valencian, although sometimes the original is a verbal form.
- In English, the titles for chapters usually begin with "How to..." or with phrases such as "Working with..." or "Using..." In the Valencian version of Microsoft documentation, titles in the "-ing" form should never be translated using gerunds.

- Use the pronominal passive with *es* to refer to system status, ongoing processes, etc. Always try to use complete sentences (for example, "S'està guardant el fitxer" instead of "Guardant el fitxer").
- In questions to the user about actions of the system, start the question with "*Voleu...*" or "*Vols...*," depending on how you should address the user.

The use of passive voice is very common in English, but it should not be used excessively in Valencian. It is preferable to use sentences in the active voice or sentences with the pronominal passive (for example: S'ha enviat el missatge instead of El missatge ha estat enviat).

4.2   Guidelines for adaptation

Sometimes, the Valencian software or documentation will be an adaptation of the Catalan localized product, instead of a direct translation from the US English source The trick here is not to over-adapt or under-adapt the text. You should be extra careful not to leave any Catalan-specific forms, so pay special attention to the following items.

- **Accentuation.** Some words that in Catalan use a grave accent over the e use an acute accent in Valencian. In the following table, you will find some examples.

Catalan Example	Valencian Example	Notes
S'han permès les finestres emergents.	S'han permés les finestres emergents.	Participles and adjectives ending in accented "es"
Versió en anglès	Versió en anglés	Demonyms (*gentilicis*) ending in accented "es" and "e"
Cinquè dia de la setmana	Cinqué dia de la setmana	Ordinal numerals ending in accented "e"
Reprèn Feu clic aquí per conèixer l'estat Podeu continuar utilitzant el fitxer de la mateixa manera com ho fèieu abans.	Reprén Feu clic ací per conéixer l'estat Podeu continuar utilitzant el fitxer de la mateixa manera com ho féieu abans.	Verbs ending in accented "en" (3rd person singular, present and imperative); infinitives ending in "éixer," "éncer"; ending "éieu"

- **Pronoms febles.** Use the pronoun "vos" both before and after the verb, following the general rules (vos pregunta/espereu-vos/escriure-vos). When combining two pronouns,

remember to use the Valencian forms (li'l and variants). For "vos" and "us" the general rule may be followed.

- **Verbs.** Adapt all necessary verbal forms. In the table below you will find some recommendations for forms that might have more than one possibility of adaptation. The aim of these recommendations is to avoid possible inconsistencies. Also use the following forms: tindre (instead of tenir), vindre (instead of venir), valdre (instead of valer), and veure (instead of vore).

Catalan Example	Valencian Example	Notes
Llegeix Serveix	(+) Llig (-) Llegeix (+) Afig (-) Afegeix (+) Serveix (-) Servix	Mixed / inchoative verbs. Although both forms here are correct, we will follow the following style recommendations, in line with the *Softvalencià* proposals: - Mixed verbs: conjugate as "pure" verbs - Inchoative verbs: conjugate with "e," i.e. -eix, -eixes, -eixen in indicative present form, instead of -ix, -ixes and -ixen.
S'ha establert la connexió Omplert	S'ha establit la connexió Omplit	Participles (-ert -> -it)
Si passés això...	Si passara açò...	Subjunctives
Ho veieu?	(+) Ho veieu? (-) Ho veeu?	ee/ei: both are correct, but the use of the ei form is preferred.

- **Possessives.** Use the Valencian forms, i.e.: meues, teua, etc.
- **Demonstratives and adverbs.** The Valencian forms should be used (hui, despús-ahir, despús demà, damunt, davall, avant, arrere and the pronoun açò). For demonstratives, the reinforced form is preferred (aquest, aqueix and aquell)."
- **Prepositions.** Remember to use «en» instead of «a» where applicable:

US English	Catalan Example	Valencian Example
%s is already in **your** Contacts and was not added again.	Ja **teniu** %s **als** contactes; no s'ha tornat a afegir.	Ja **teniu** %s **en els** contactes; no s'ha tornat a afegir.

Check http://www.softvalencia.org/proposta for further reference and examples.

The following table contains some common terms that are different in Catalan and Valencian:

Catalan Form	Valencian Form
alçada	alçària
amplada	amplària
avui	hui
bloc	blog
cercar	buscar, cercar
desar	guardar
durada	duració
el temps	l'oratge
emplenar	omplir
endavant	avant
enganxar	apegar
enrere	arrere
feina	faena
lliurar	entregar
malmès	fet malbé
ordre	ordre
petit	xicotet
preferit	favorit
rodó	redó
sota	davall
vermell	roig

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

The following resources deal specifically with the localization of software into Valencian. For detailed queries you should contact the official Catalan/Valencia terminology body, Termcat at http://www.termcat.cat/.

Specific for Valencian:

- Proposta lingüística per a localitzacions en valencià de programari en Softcatalà. http://www.softvalencia.org/proposta/
- Guia d'usos lingüístics (I), Institut Interuniversitari de Filologia Valenciana, Alacant, 2002. http://web.ua.es/iifv/Guiausos.pdf
- Guia per a editar pàgines web en valencià, Secretariat de Promoció del Valencià de la Universitat d'Alacant, Alacant, 2005.

General for Valencian/Catalan:

- SOFTCATALÀ. Guia d'estil. [Barcelona]: SOFTCATALÀ, 2010. http://www.softcatala.org/guia
- SOFTCATALÀ. Recull de termes. [Online]. [Barcelona]: SOFTCATALÀ, 2010. http://www.softcatala.org/recull.html
- TERMCAT. Cercaterm [Online]. [Barcelona]: TERMCAT, ongoing. http://www.termcat.cat/ca/Cercaterm/Fitxes/
- TERMCAT. Neoloteca [Online]. [Barcelona]: TERMCAT, ongoing. http://www.termcat.cat/ca/Neoloteca/

5.1   Accessibility

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

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

screen elements. Some accessible products and services may not be available in Valencian-speaking markets. Double-check with the appropriate resources.

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

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, verify that it is in fact translatable and not protected in any way. This information needs to be obtained from the Microsoft team.

Unlike in English and Spanish, the definite article must always precede the name of programs and applications in Valencian.

Example:

US English	Correct ca-ES-valencia target	Incorrect ca-ES-valencia target
Setting the default printer or options will affect Word and all other Windows-based applications.	La impressora i les opcions que definiu per defecte afectaran el Word i la resta d'aplicacions del Windows.	La impressora i les opcions que definiu per defecte afectaran Word i la resta d'aplicacions de Windows.

Version Numbers

Version numbers always contain a period (e.g. Version 8.1). Note the following punctuation example of "Version x.x":

US English	ca-ES-valencia target
Windows 8.1	Windows 8.1

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

Product, Application and Feature name placeholders

When localizing UI, sometimes product, application and feature names are represented by placeholders, for example %s, [ProductName], and so on. The content of the placeholder can usually be found out either by looking at the instructions or by looking at the resource ID of the string, and, when in doubt, you may always raise a query.

In some cases, however, the content of the placeholder might be a product, application or feature that starts with a vowel or a liquid *S*. In such cases, we might need to apostrophize following the standard Valencian rules.

There is a third case in which a placeholder might be replaced by more than one product, feature or application name. Suppose that some of them start with vowels and some with consonants. In such case, an alternative workaround is to state "aplicació," "producte" or the applicable item before the placeholder.

In the following table you will find examples for the three cases and possible workarounds.

en-US Example	ca-ES-valencia Example	Comments
Uninstall [ProductName] [ProductName] update	Desinstal·la el [ProductName] Actualització del [ProductName]	Let's suppose the ProductName placeholder is "Windows."
Uninstall [ProductName] [ProductName] update	Desinstal·la l'[ProductName] Actualització de l'[ProductName]	Let's suppose the ProductName placeholder is "Internet Explorer" or "Skype."
Uninstall [ProductName] [ProductName] update	Desinstal·la el producte [ProductName] Actualització del producte [ProductName]	Let's suppose the ProductName placeholder can be two different things: "Windows" and "Internet Explorer." Here, we can find alternatives to avoid apostrophe problems: producte, programa, aplicació, eina, and so on. In such cases, it's advisable to raise a query so that the same noun is used consistently.

Again, when in doubt about the content of the placeholder, raise a query.

5.3 Frequent errors

The following table lists some frequent errors when localizing into Valencian Microsoft Voice.

en-US	WRONG	RIGHT
alert	alerta	avís
colleague	col·lega	company
could not	no es pot	no s'ha pogut
default	estàndard / predeterminat	per defecte
delete	eliminar	suprimir
download	descarregar	baixar
e-mail address	adreça de correu electrònic	adreça electrònica
header	títol	capçalera
heading	capçalera	títol
machine	màquina	ordinador (except for "virtual machine")
move	moure	desplaçar
overview	visualització general	informació general
pane	tauler	subfinestra
panel	subfinestra, panell	tauler
replace	reemplaçar	substituir
schedule	programar	planificar
set	establir	definir
show	visualitzar	mostrar

upload	penjar	carregar
view	vista	visualització

For guidelines for adapting previous Catalan localization into Valencian, see the topic [Guidelines for adaptation.](#)

5.4 Software considerations

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

General considerations

- Remember to use imperatives for commands, buttons, check boxes, etc., i.e. for actions done by the system. Do not use infinitives. However, use nouns for headings (dialog box titles, window headings, etc.)
- Take into account that English command *New* should be translated in Valencian with the verbal form *Crea*.
- The preferred actions to be performed with check boxes are *activar* (check) and *desactivar* (clear, uncheck). If the original does not mention the check box, and only refers to the item the check box applies to, you can use *marcar* (check) and *desmarcar* (uncheck) in reference to the items themselves.
- Translate tooltips descriptively (third person singular, present tense).

5.4.1 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.

Considering the underlying principles of Microsoft voice, translators are encouraged to apply them to ensure target translation is more natural, empathetic and not robot-like.

English term	Correct ca-ES-valencia translation
Oops, that can't be blank…	Vaja! No es pot deixar en blanc…
Not enough memory to process this command.	No hi ha prou memòria per a processar esta orde.

Valencian Style in Error Messages

It is important to use consistent terminology and the correct Valencian style in the localized error messages, and not just translate the US English messages. The US English messages tend to be shorter and abbreviated, but in Valencian unless there are space constraints the fully developed form is preferred.

Example:

en-US source	ca-ES-valencia target
Error saving file	(+) S'ha produït un error en guardar el fitxer. (-) Error en guardar el fitxer

The US English messages sometimes contain abbreviated sentences using an imperative verb. Translate to a question starting with *Voleu.../Vols...*

Example:

en-US source	ca-ES-valencia target
Continue without Undo?	(+) Voleu continuar sense desfer-ho? (+) Vols continuar sense desfer-ho? (-) Continuar sense desfer-ho? (-) Desitgeu continuar sense desfer-ho?

Standard Phrases in Error Messages

The phrases below commonly occur in error messages. When you are translating them, try to use the provided target phrases. However, feel free to use other ways to express the source meaning if they work better in the context.

Example:

English	Translation	Example	Comment
Cannot … Could not … Unable to … Failed to …	No es pot… No s'ha pogut…	No es pot crear un directori nou. No s'ha pogut suprimir el fitxer.	
… failed Failure of … A failure occurred … An error occurred … Error / Failure … (for example: Error / Failure reading from file) There was a problem …	S'ha produït un error en… S'ha produït un problema en…	S'ha produït un error en carregar el fitxer. S'ha produït un error en llegir les dades del fitxer.	Do not use «Hi ha hagut un error/problema»
Cannot find … Could not find … Unable to find … Unable to locate …	No es troba… No s'ha trobat…	No s'ha trobat el fitxer No es troba la llista de recerca.	Do not use «No es pot trobar»/«No s'ha pogut trobar»
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	No hi ha prou…	No hi ha prou memòria disponible	
… is not available … is unavailable	…no està disponible	Esta pàgina no està disponible fora de línia.	

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>

Example:

"Checking Web %1!d! of %2!d!" means "Checking Web <number> of <number>."

"INI file "%1!-.200s!" section" means "INI file "<string>" section."

Numeric or full text placeholders can be reordered according to Valencian grammar if necessary.

5.4.2 Keys

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

The following are the most common key names in Valencian:

en-US Key Name	ca-ES-valencia Key Name
Alt	Alt
Backspace	Retrocés
Break	Interrupció
Caps Lock	Bloq Maj
Ctrl	Control
Delete	Supr
Down Arrow	Fletxa avall
End	Fi
Enter	Retorn
Esc	Esc
Home	Inici
Insert	Inserció

en-US Key Name	ca-ES-valencia Key Name
Left Arrow	Fletxa esquerra
Num Lock	Bloq Núm
Page Down	Av Pàg
Page Up	Re Pàg
Pause	Pausa
Return	Retorn
Right Arrow	Fletxa dreta
Scroll Lock	Bloq Despl
Shift	Maj
Spacebar	Barra espaiadora
Tab	Tecla de tabulació
Up Arrow	Fletxa amunt
Windows key	Tecla del Windows
Print Screen	Impr Pant
Menu Key	Tecla de menú

5.4.3   Keyboard shortcuts

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

Examples:
New
Cancel
Options

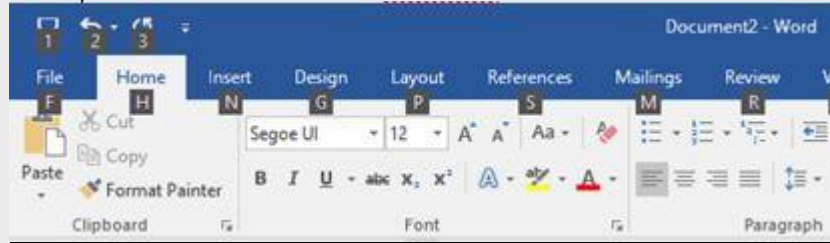| Keyboard shortcuts special options	Usage: Is it allowed?	Notes
"Slim characters," such as l, I, t, r, f can be used as keyboard shortcuts	yes	Only when no other characters are available.
Characters with downstrokes, such as g, j, y, p and q can be used as keyboard shortcuts	yes	Only when no other characters are available.
Extended characters can be used as keyboard shortcuts	no	N/A
An additional letter, appearing between brackets after item name, can be used as a keyboard shortcut	no	N/A
A number, appearing between brackets after item name, can be used as a keyboard shortcut	no	N/A
A punctuation sign, appearing between brackets after item name, can be used as a keyboard shortcut	no	N/A
Duplicate keyboard shortcuts are allowed when no other character is available	yes	N/A
No keyboard shortcut is assigned when no more characters are available (minor options only)	no	N/A

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 _[image of Word ribbon with key tips displayed]_
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.

5.4.4   Arrow keys

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

When possible, refer to specific arrow keys by name: fletxa dreta, fletxa esquerra, fletxa amunt, fletxa avall.

5.4.5   Numeric keypad

It is recommended that you avoid distinguishing numeric keypad keys from the other keys, unless it is required by a given application. If it is not obvious which keys need to be pressed, provide necessary explanations. For example: _Premeu la tecla – (menys) en el teclat numèric._

5.4.6   Shortcut keys

Shortcut keys are keystrokes or combinations of keystrokes used to perform
defined functions in a software application. Shortcut keys replace menu commands and

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

Note: The key names below are given in Valencian, but note that the user will usually have a keyboard with keys printed in Spanish.

Standard Shortcut Keys

US Command	US English Shortcut Key	ca-ES-valencia Command	ca-ES-valencia Shortcut key
General Windows Shortcut keys			
Help window	F1	Finestra de l'ajuda	F1
Context-sensitive Help	Shift+F1	Ajuda contextual	Maj+F1
Display pop-up menu	Shift+F10	Visualitza un menú emergent	Maj+F10
Cancel	Esc	Cancel·la	Esc
Activate\Deactivate menu bar mode	F10	Activa o desactiva el mode de barra de menús	F10
Switch to the next primary application	Alt+Tab	Passa a l'aplicació principal següent	Alt+Tab
Display next window	Alt+Esc	Mostra la finestra següent	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Mostra un menú emergent de la finestra	Alt+Barra espaiadora
Display pop-up menu for the active child window	Alt+-	Mostra un menú emergent de la finestra secundària activa	Alt+-
Display property sheet for current selection	Alt+Enter	Mostra el full de propietats de la selecció actual	Alt+Retorn

Close active application window	Alt+F4	Tanca la finestra de l'aplicació activa	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Passa a la finestra següent dins de l'aplicació (sense mode)	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Captura la imatge de la finestra activa i la posa al Porta-retalls	Alt+Impr Pant
Capture desktop image to the Clipboard	Prnt Scrn	Captura la imatge de l'escriptori i la posa al Porta-retalls	Impr Pant
Access Start button in taskbar	Ctrl+Esc	Accedeix al botó Inicia de la barra de tasques	Control+Esc
Display next child window	Ctrl+F6	Mostra la finestra secundària següent	Control+F6
Display next tabbed pane	Ctrl+Tab	Mostra la subfinestra amb pestanyes següent	Control+Tecla de tabulació
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Inicia l'Administrador de tasques i el sistema	Control+Maj+Esc
File Menu			
File New	Ctrl+N	Fitxer Crea	Control+U
File Open	Ctrl+O	Fitxer Obri	Control+A
File Close	Ctrl+F4	Fitxer Tanca	Control+F4
File Save	Ctrl+S	Fitxer Guarda	Control+G
File Save as	F12	Fitxer Anomena i guarda	F12
File Print Preview	Ctrl+F2	Fitxer Visualització prèvia d'impressió	Control+F2
File Print	Ctrl+P	Fitxer Imprimeix	Control+P

File Exit	Alt+F4	Fitxer Ix	Alt+F4
Edit Menu			
Edit Undo	Ctrl+Z	Edita Desfés	Control+Z
Edit Repeat	Ctrl+Y	Edita Repeteix	Control+Y
Edit Cut	Ctrl+X	Edita Retalla	Control+X
Edit Copy	Ctrl+C	Edita Copia	Control+C
Edit Paste	Ctrl+V	Edita Apega	Control+V
Edit Delete	Ctrl+Backspace	Edita Suprimeix	Control+Retrocés
Edit Select All	Ctrl+A	Edita Selecciona-ho tot	Control+E
Edit Find	Ctrl+F	Edita Busca	Control+B
Edit Replace	Ctrl+H	Edita Substitueix	Control+L
Edit Go To	Ctrl+G	Edita Vés a	Control+I
Help Menu			
Help	F1	Ajuda	F1
Font Format			
Italic	Ctrl+I	Cursiva	Control+K
Bold	Ctrl+B	Negreta	Control+N
Underlined\Word underline	Ctrl+U	Subratllat/Subratllat de paraules	Control+S
Large caps	Ctrl+Shift+A	Lletres majúscules grans	Control+Maj+U
Small caps	Ctrl+Shift+K	Lletres majúscules menudes	Control+Maj+L
Paragraph Format			
Centered	Ctrl+E	Centrat	Control+T

Left aligned	Ctrl+L	Alineat a l'esquerra	Control+Q
Right aligned	Ctrl+R	Alineat a la dreta	Control+D
Justified	Ctrl+J	Justificat	Control+J

5.5   Voice video considerations

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

Successful Techniques for Voicing Video Content

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

5.5.1   Video voice checklist

5.5.1.1   Topic and Script

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

5.5.1.2   Title

- Includes the intent
- Includes keywords for search

5.5.1.3   Intro: 10 Seconds to Set up the Issue

- Put the problem into a relatable context

5.5.1.4   Action and Sound

- Keep something happening, both visually and audibly, BUT…

- ...maintain an appropriate pace
- Synchronize visuals with voice-over
- Fine to alternate between first and second person
- Repetition of big points is fine, *but avoid being overly repetitive in Valencian*

5.5.1.5   Visuals

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

5.5.1.6   Ending

- Recaps are unnecessary

5.5.2   Tone

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

Always check the appropriate tone and level of formality with your Microsoft Product Group contact, who in turn will liaise with the appropriate sub contact.

5.5.3   English pronunciation

General Rules

Generally speaking, English terms and product names left unlocalized in target material should be pronounced the English way. For instance, Microsoft must be pronounced the English way. However, if your language has an established pronunciation for some common term (such as "server") the local pronunciation should be used. Moreover, pronunciation can be adapted to the Valencian phonetic system if the original pronunciation sounds very awkward in Valencian. If numbers are involved, pronounce them in Valencian (for example, Windows 8).

A useful resource for pronunciation in Valencian is SAÓ (Sistema d'ajuda a la lectura en veu alta del valencià). The Diccionari Normatiu Valencià from the AVL also has phonetic transcriptions.

Example	Phonetics	Comment
SecurID	[sɪˈkjuər aɪ di:]	
.NET	[dot net]	Do not pronounce as [punt net]
Skype	[skaip]	In Valencian, product names are usually pronounced the way they are pronounced in the source language, unless the term has sounds unknown for Valencian users

Acronyms and Abbreviations

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

Example	Phonetics
RADIUS	[ráðius]
RAS	[rás]
ISA	[íza]
LAN	[lán]
WAN	[wán]
WAP	[wap]
MAPI	[mápi]
POP	[póp]

Other abbreviations are pronounced letter by letter.

Example	Phonetics	Comment
ICMP	I-CE-EME-PE	Note that you can also pronounce M as EMA, but the usual **oral** form in Valencian is EME, and it's also the preferred form by the AVL. This comment applies to all the other examples. Note, though, that this is just a recommendation.

IP	I-PE	
TCP/IP	TE-CE-PE BARRA I-PE	
XML	IX-EME-ELE	
HTML	HAC-TE-EME-ELE	
OWA	O-VE DOBLE-A	
SQL	ESSE-KU-ELE	
URL	U-ERRE-ELE	
XP	IX-PE	e.g. Windows XP

URLS

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

"www" should be pronounced as "ve, ve, ve" or "tres ves." It's shorter and more direct than "ve doble, ve doble, ve doble" or "tres ves dobles."

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

Example	Phonetics	Comment
http://www.microsoft.com/spain/	ve, ve, ve, maicrosoft punt com barra inclinada spein barra inclinada	OR: ve, ve, ve, maicrosoft, com barra spein barra

Punctuation Marks

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

En Dash (–) are used to emphasize an isolated element. It should be pronounced as a comma, i.e. as a short pause.