

Galician Style Guide

Table of Contents

1	Welcome	4
1.1	Reference material.....	5
2	Microsoft voice	6
2.1	Choices that reflect Microsoft voice	7
2.1.1	Words and phrases to avoid	7
2.1.2	Word choice	8
2.2	Sample Microsoft voice text	10
2.2.1	Focusing on the user action	10
2.2.2	Explanatory text and providing support	11
2.2.3	Promoting a feature	12
2.2.4	Providing how-to guidelines	13
3	Inclusive language.....	13
3.1	Avoid gender bias.....	15
3.2	Accessibility.....	19
3.3	Resources.....	19
4	Language-specific standards	20
4.1	Grammar, syntax, and orthographic standards	20
4.1.1	Abbreviations	20
4.1.2	Acronyms	23
4.1.3	Adjectives.....	25
4.1.4	Articles	27
4.1.5	Capitalization	30
4.1.6	Compounds	32
4.1.7	Conjunctions	35
4.1.8	Contractions.....	35
4.1.9	Genitive	36
4.1.10	Localizing colloquialism, idioms, and metaphors	36
4.1.11	Modifiers.....	36
4.1.12	Nouns	37
4.1.13	Numbers.....	38
4.1.14	Prepositions	38
4.1.15	Pronouns	40

4.1.16	Punctuation.....	41
4.1.17	Sentence fragments.....	45
4.1.18	Subjunctive.....	46
4.1.19	Symbols and nonbreaking spaces.....	46
4.1.20	Verbs.....	46
5	Localization considerations.....	52
5.1	Accessibility.....	52
5.2	Applications, products, and features.....	52
5.3	Trademarks.....	53
5.4	Software considerations.....	53
5.4.1	Arrow keys.....	53
5.4.2	Error messages.....	53
5.4.3	Keyboard shortcuts.....	59
5.4.4	Keys.....	63
5.4.5	Numeric keypad.....	65
5.4.6	Shortcut keys.....	65
5.5	Voice video considerations.....	68
5.5.1	English pronunciation.....	69
5.5.2	Tone.....	70
5.5.3	Video voice checklist.....	72

1 Welcome



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

Before you dive in:

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

1.1 Reference material

Unless this style guide or the Microsoft Language Portal provides alternative instructions, use the orthography, grammar, and terminology in the following publications.

Normative references

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

1. GONZÁLEZ GONZÁLEZ, Manuel and Antón Santamarina Fernández (dirs.) (2012): *Dicionario da Real Academia Galega*. A Coruña: Real Academia Galega. URL: <https://academia.gal/dicionario>.
2. GONZÁLEZ GONZÁLEZ, Manuel and Antón Santamarina Fernández (coords.) (2004): *Vocabulario ortográfico da lingua galega*. A Coruña: Real Academia Galega e Instituto da Lingua Galega.
3. REAL ACADEMIA GALEGA and INSTITUTO DA LINGUA GALEGA (2003): *Normas ortográficas e morfolóxicas do idioma galego*. Vigo: Real Academia Galega and Instituto da Lingua Galega.
URL: <https://publicacions.academia.gal/index.php/rag/catalog/view/252/248/152>.

Informative references

These sources are meant to provide supplementary and background information.

1. ÁLVAREZ, Rosario and X. Xove (2002): *Gramática da lingua galega*. Vigo: Galaxia.
2. GONZÁLEZ REI, Begoña (2004): *Ortografía da lingua galega*. Santiago de Compostela: Galinova.
3. CARBALLEIRA, X. and M. Ares (coords.) (2009): *Gran Dicionario Xerais da Lingua*. Vigo: Xerais.
4. LEDO, B. (coord.) (2005): *Dicionario de galego*. Vigo: Ir Indo.
5. FERNÁNDEZ, B. (dir.) (2004): *Dicionario Galaxia de usos e dificultades da lingua galega*. Santiago de Compostela: Galaxia.
6. RIVEIRO, X. (2002): *Diccionario Cumio de construcións preposicionais*. Vigo: Cumio.
7. RODRÍGUEZ, Anaír and Montserrat Davila (reds.) (2003): *Lingua galega: Criterios lingüísticos*. Vigo: Área de Normalización Lingüística da Universidade de Vigo.
URL: http://anl.uvigo.es/UserFiles/File/manuais/Lingua_galega_Criterios_linguisticos.pdf.
8. XUNTA DE GALICIA: *Nomenclátor de Galicia*. URL: <http://www.xunta.es/nomenclator>.

9. SERVIZO DE NORMALIZACIÓN LINGÜÍSTICA (2012): *bUSCatermos*. Santiago de Compostela: Universidade de Santiago de Compostela.
URL: <https://aplicacions.usc.es/buscatermos/publica/index.htm>.
10. ASOCIACIÓN DE ENXEÑEIROS DE TELECOMUNICACIÓN DE GALICIA (2009): *Dicionario galego das TIC (digaTIC)*. Vigo: Asociación de Enxeñeiros de Telecomunicación de Galicia and Colexio Oficial de Enxeñeiros de Telecomunicación de Galicia.
URL: <http://www.digatic.org/es>.
11. GÓMEZ, J. and A. Lorenzo (1994): *Vocabulario de informática (galego-inglés-castelán)*. Vigo: Universidade de Vigo.
12. PATIÑO, E. and X. González (2001): *Léxico informático inglés-galego*. Santiago de Compostela: Xunta de Galicia. .

2 Microsoft voice

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

Three principles form the foundation of our voice:

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

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

These key elements of the Microsoft voice should extend across Microsoft content for all language locales. Each language has specific choices in style and tone that evoke the Microsoft voice in that language.

2.1 Choices that reflect Microsoft voice

Translating Galician in a way that reflects the 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 everyday conversation, rather than the formal, technical language that's often used in technical and commercial content.

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

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

Translators are encouraged to provide semantic translations for all terms or sentences, as this improves the idiomaticity and understanding of the product.

2.1.1 Words and phrases to avoid

The Microsoft voice avoids an unnecessarily formal tone. The table below lists Galician words and phrases that are commonly used in Microsoft products and their equivalent words or phrases expressed in the Microsoft voice.

en-US source	Galician word to avoid	Galician word/phrase
in addition	adicionalmente	ademais
however	non obstante, sen embargo, emporiso	pero
obtain	atinxir	conseguir
encounter (an error)	localizar, detectar, identificar (un erro)	atopar (un erro)
subsequent	subseguinte	seguinte

locate	localizar	atopar
purchase	adquirir	comprar
download	descargar	baixar Note: "descargar" is the approved translation. However, "baixar" is a colloquial term that's widely used and is especially appropriate in marketing content.
required	requirido/a	preciso/a, necesario/a
request	solicitar	pedir

2.1.2 Word choice

Terminology

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

Short word forms and everyday words

Writing US English text in the Microsoft voice means choosing 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's important to use the everyday words that customers are accustomed to.

The Galician language doesn't use as many abbreviations and blends as English does, so their use in Galician may sound odd or unnatural. However, some short forms are very common in Galician in informal language.

en-US source term	Galician word	Galician word usage
demo	demo	Short form for <i>demostración</i> . This term is already included in Digatic. Use <i>demo</i> instead of the long form to refer to a demonstration of a product or service.
megabyte	mega	Short form for <i>megabyte</i> . This term is very common in informal and spoken language.

gigabyte	xiga	Short form for <i>xigabyte</i> . This term is very common in informal and spoken language.
drive	unidade	General form to refer to any drive type (such as hard drives and external hard drives). Refer to a specific type of drive if necessary.
email	correo	Short form for <i>correo electrónico</i> . In everyday conversation, people tend to drop <i>electrónico</i> .
webpage	páxina	Short form for <i>páxina web</i> . This term is very common when the context is clear.
website	sitio	Short form for <i>sitio web</i> . This term is very common when the context is clear.
2D	2D	Short version for <i>bidimensional</i> . This term is very common in marketing.
3D	3D	Short version for <i>tridimensional</i> . This term is very common in marketing.
you	ti	Address the user as <i>ti</i> , directly or indirectly. Make the user feel at home and cared for.

Synonyms

Word variety can also convey a natural and conversational tone, especially in longer text and informal topics. That means that writing in the Microsoft voice in Galician can be conveyed through the use of synonyms. For example, *to wish* is usually translated as *desexar*. But in everyday Galician, speakers tend to use *querer*. This translation may be used for a more natural and conversational tone and to deviate from what might be perceived as formal language. However, be careful with the use of synonyms in short UI strings such as buttons and menu items. Avoid inconsistencies in common commands.

The following target terms may be replaced in translations with the following synonyms, except for UI elements that already have an established localization, as indicated above.

gl-ES term	gl-ES synonym
adquirir	comprar, obter, conseguir, acadar
alterar	cambiar, mudar
buscar	procurar, investigar
cancelar (not as UI term)	anular, invalidar
desexar	querer
editar	modificar, cambiar, axustar, mudar
finalizar	acabar, concluír, rematar, terminar
función	funcionalidade, característica
iniciar (not as a UI term)	comezar, empezar, principiar
purgar	limpar, depurar, eliminar,
seleccionar	escoller
tocar (touchscreen)	pulsar, premer, calcar
utilizar	usar, empregar
visualizar	ver

2.2 Sample Microsoft voice text

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

2.2.1 Focusing on the user action

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

US English	Galician target	Explanation
The password isn't correct, so try again.	O contrasinal non é correcto, téntao de novo. Os	The user has entered an incorrect password, so provide

Passwords are case-sensitive.	contrasinais distinguen entre maiúsculas e minúsculas.	the user with a short and friendly message that lets them know that they need to try again.
This product key didn't work. Check it and try again.	A clave do produto non funciona. Bótalle outra ollada e proba de novo.	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	Preparado.	A casual and short message informs the user that setup has completed and the system is ready to be used.
Would you like to continue?	Queres continuar?	The second-person pronoun <i>you</i> is used to politely ask the user if they would like to continue.
Give your PC a name—any name you want. If you want to change the background color, turn high contrast off in PC settings.	Ponlle un nome ao computador. Ti elixes. Se queres cambiar a cor do fondo, apaga o contraste alto na configuración do computador.	Address the user directly, using the second-person pronoun, to help the user take the necessary action.

2.2.2 Explanatory text and providing support

US English	Galician target	Explanation
The updates are installed, but Windows 11 Setup needs to restart for them to work. After it restarts, we'll keep going from where we left off.	Instaláronse as actualizacións pero o programa de instalación de Windows 11 ten que reiniciar o equipo para que funcione. Tras facer isto, retomaremos o traballo xusto onde o deixamos.	The language is natural, the way people talk. In this case, the tone is reassuring, letting the user know that we're doing the work. The use of <i>we</i> provides a more personal feel.
If you restart now, you and any other people using this PC could lose unsaved work.	Se reinicias agora o PC, todos os usuarios que esteades a usalo poderíades perder o traballo non gardado.	The tone is clear and natural, informing the user what will happen if this action is taken.

This document will be automatically moved to the right library and folder after you correct invalid or missing properties.	O documento levarase automaticamente ao cartafol ou á biblioteca pertinente unha vez corrixidas as propiedades non válidas ou as que faltan.	The text is informative and clearly and directly tells the user what will happen.
Something bad happened! Unable to locate downloaded files to create your bootable USB flash drive.	Vaites! Algo non foi ben. Non podemos atopar os ficheiros que baixaches para crear unha unidade flash USB de arranque.	Short, simple sentences inform the user what has happened.

2.2.3 Promoting a feature

US English	Galician 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.	O contrasinal por imaxe é unha nova maneira de axudarche a protexer o teu computador de pantalla táctil. Ti escolles a imaxe (e os xestos que a acompañan) para crear un contrasinal que é unicamente teu.	Promoting a specific feature To promote the picture password feature, the text lists the requirements needed to enable the feature. The parenthetical statement clarifies and emphasizes the requirements.
Let apps give you personalized content based on your PC’s location, name, account picture, and other domain info.	As aplicacións pódennche proporcionar contidos personalizados segundo onde te atopas, o teu nome, a imaxe da conta e outra información do dominio.	Promoting the use of apps Depending on the context, commonly used terms, such as <i>PC</i> , can help make the text sound familiar and friendly.

2.2.4 Providing how-to guidelines

US English	Galician target	Explanation
To go back and save your work, click Cancel, and finish what you need to.	Para volver e gardar o teu traballo, preme Cancelar e finaliza o que necesites.	The second-person pronoun and short, clear direction help the user understand what to do next.
To confirm your current picture password, just watch the replay, and trace the example gestures shown on your picture.	Para confirmar o contrasinal por imaxe actual, ve a repetición e traza os xestos de exemplo que se mostran na túa imaxe.	The tone is simple and natural. The user isn't overloaded with information; we tell them only what they need to know to make a decision.
It's time to enter the product key. When you connect to the internet, we'll activate Windows for you.	Chegou o momento de introducir a clave do produto. Cando te conectes a Internet, activaremos Windows.	The second-person pronoun "you" and direct, natural language clearly tell the user about the product key.

3 Inclusive language

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

General guidelines

Comply with local language laws.

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

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

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

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

Don't use profane or derogatory terms.

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

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

The following table contains examples of preferred and recommended language to convey inclusivity, as well as terms and expressions that should not be used.

Use this	Not this	Use this	Not this
English examples		Galician examples	
primary/subordinate	master/slave	principal/subordinado	mestre/escravo
perimeter network	demilitarized zone (DMZ)	rede de perímetro	zona desmilitarizada (DMZ)
stop responding	hang	deixar de responder	colgarse
expert	guru	experto	gurú
colleagues; everyone; all	guys; ladies and gentlemen	compañeiros/colegas; todos	mozos; damas e cabaleiros
family	parents	familia/pais e nais	pais

3.1 Avoid gender bias

Follow these guidelines to avoid gender bias:

- **Use generic, universal, abstract, or collective nouns to avoid gender bias.** The following table contains some examples.

Use this	Not this
Galician examples	
Persoas	Homes
Alumnado	Alumnos
Dirección	Directores
Veciñanza	Veciños
Persoal	Traballadores
Cidadadía	Cidadáns
Redacción	Redactores

- **Replace gendered nouns with periphrases.** The following table contains some examples.

Use this	Not this
Galician examples	
O equipo docente	Os profesores
O ser humano	O home
A poboación galega	Os galegos
Servizo de asesoría	Asesor

- **Omit direct references to the subject using impersonal forms.** The following table contains some examples.

Use this	Not this
Galician examples	
Quen se beneficien da nova regulación	Os beneficiarios da nova regulación

Cómpre solicitar xa a matrícula

○ alumno solicitará xa a matrícula

Pagando xa, poderá...

Se ○ cliente paga xa, poderá...

- **Omit definite articles.** The following table contains some examples.

Use this	Not this
Galician examples	
A conferencia de catedráticos	A conferencia dos catedráticos na aula 2 acudirán
Acudirán estudantes e familias	Acudirán os estudantes e os seus familiares

- **Replace gendered articles, pronouns, and adjectives with non-gendered alternatives.** The following table contains some examples.

Use this	Not this
Galician examples	
Intervirán differentness poñentes	Intervirán distintos poñentes
A totalidade do alumnado aprobou	Todos os alumnos aprobaron
Ninguén repetiu	Ningún repetiu

- **Rewrite relative pronouns with definite articles as a neutral form (such as “quen”, “calquera”, “alguén”)** or the generic term “persoa.” The following table contains some examples.

Use this	Not this
Galician examples	
Quen solicite a beca...	
As persoas que soliciten a beca...	○ que solicite a beca...
Calquera que solicite	
Cando alguén solicite	

- **Replace the expression “do(s) mesmo(s)” with the possessive “seu(s)” before the noun.** The following table contains some examples.

Use this	Not this
Galician examples	
No seu defecto, recorrerase a...	No defecto do mesmo , recorrerase a...
...e a lei regula a súa aplicación	...e a lei regula a aplicación dos mesmos

- **Replace nouns, adjectives or participles with nouns of the same family.** The following table contains some examples.

Use this	Not this
Galician examples	
Tes a obriga de...	Estás obrigado a...
Presta atención	Está atento
As persoas que teñan interese ...	Os interesados ...

- **Turn passive sentences into active ones.** The following table contains some examples.

Use this	Not this
Galician examples	
O Congreso elixirá a presidencia	O presidente será elixido polo Congreso
Tes que...	Estás obrigado a...

- When you're writing about a real person, use the pronouns that the person prefers, whether it's *el*, *ela*, or another pronoun. It's OK to use gendered pronouns and contractions (like *el*, *ela*, *eles*, *elas*, *nel*, *nela*, *neles*, *nelas*, *del*, *dela*, *deles*, *delas*) when you're writing about real people who use those pronouns themselves.
- Avoid writing sentences that refer to a single person whose gender is unknown. You can often avoid this situation by rewriting the sentence to make the subject plural. In cases where a reference to a single person is impossible to avoid, don't use *el* ou *ela*, *o* ou *a*, or *usuario* ou *usuaria*. Also, avoid the use of slashes to combine genders, such as in *el/ela*, *o/a*, or *usuario/a* (although sometimes exceptions are made, such as in License Terms).
- Don't use @ when the gender is unknown.

Additional examples

The table that follows contain some examples of how the US-English source text can be paraphrased or restructured to avoid any overt mentioning of gender on the noun.

en-US source	Galician old use of gender	Galician new use of gender
A custom dictionary can only be used by the user who created it.	O dicionario personalizado pode utilizalo o usuario/a que o creou.	O dicionario personalizado pode utilizalo quen o creou. O dicionario personalizado pode utilizalo a persoa que o creou.
The user who uses this feature...	O usuario/a que utiliza esta característica...	Os usuarios desta característica...
Even if you are not a statistician, Microsoft Excel offers you...	Aínda que non sexas estatístico/a, Microsoft Excel ofréceche...	Aínda que non domines a estatística, con Microsoft Excel podes...
Some of the best snapshots could be made because the photographer...	Algunhas das mellores instantáneas creáronse porque o fotógrafo/a...	Algunhas das mellores instantáneas creáronse porque a persoa que tirou a fotografía...
Create an appealing and secure shopping environment for your customers.	Crea un contorno de compra seguro e atractivo para os teus clientes.	Crea un contorno de compra seguro e atractivo para a túa clientela.

Welcome screen

Because it isn't idiomatic in Galician for a program to welcome or congratulate the user, we recommend that you omit these expressions from your translations. The same guideline applies to the use of *please*. Besides, the use of *benvido* can be controversial because of the gender. When it can't be omitted, use *benvido/a* instead.

More examples and writing techniques specific to Galician can be found in [Resources](#).

3.2 Accessibility

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

Focus on people, not disabilities. Don't use words that imply pity, such as *"afectado por"* or *"que sofre de."* The preferred option is not to mention a disability unless it's relevant.

The following table contains examples that illustrate people-first language.

Use this	Not this	Use this	Not this
English examples		Galician examples	
person with a disability	handicapped	persoa con discapacidade/diversidade funcional	Incapacitado; minusválido; persoa especial
person without a disability	normal person; healthy person	persoa sen discapacidade	Persoa normal; persoa sa

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

The table that follows contains an example employing a verb that can apply to all input methods and devices.

Use this	Not this	Use this	Not this
English example		Galician example	
Select	Click	Seleccionar	Facer clic

3.3 Resources

<http://www.edu.xunta.gal/centros/ceipbarouta/system/files/Guia.pdf>

https://www.uvigo.gal/sites/uvigo.gal/files/contents/paragraph-file/2018-05/Manual_con_portada_para_web%20%281%29_3.pdf

https://xornalistas.gal/web/uploads/novas_adxuntos/adxunto/fa5/5c01354999-guialinguaxeinclusiva_opt2.pdf

https://www.udc.es/export/sites/udc/oficinaigualdade/_galeria_down/LinguaxeNonSexistaGuiaDeputacionACoruna2020.pdf_2063069239.pdf

https://www.udc.es/export/sites/udc/oficinaigualdade/_galeria_down/LinguaxeNonSexistaGuiaDeputacionACoruna2020.pdf_2063069239.pdf

https://www.udc.es/oficinaigualdade/Ligazons-e-Recursos-de-Interese/linguaxe_non_sexista/

4 Language-specific standards

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

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 the names of buttons and options) due to lack of space. This can be done in the following ways:

- In online help and documentation, spell out the abbreviations and acronyms on the first mention, unless they are trademarks or well-known industry standards, such as JPG or USB. Include the language-specific translation, the US English term, and the initialization.
- In the user interface, usually there isn't enough space for all three terms (the US English term, the language-specific translation, and the initialization); only in wizards is it possible to spell out and localize the initialization on the first mention. If there are space constraints or there is no "first" occurrence, use your best judgment to decide whether to leave the initialization or abbreviation as it is or to spell it out and localize it. You should also consider that different users may have different levels of technical knowledge. For

instance, a Galician Exchange user will understand "LD," but the average Galician Windows user might not understand it and would need to see the full form "lista de distribución" (distribution list) instead.

As a general rule, try to write abbreviations in lowercase and end them with a consonant and period, unless it's a scientific symbol or a unit of measurement, and write initializations in uppercase without periods. Remember to use abbreviations and initializations consistently throughout the project. It's OK to use the common abbreviations listed below, but don't use them extensively. If you're unsure what an abbreviation or initialization stands for or means, contact your language coordinator.

Many abbreviations and initializations are standardized and remain untranslated. They are followed by the spelled-out term in English only if the initialization needs to be explained to the users. In other cases, where the initialization is common, adding the fully spelled-out form will only confuse users. In these cases, the initialization can be used on its own.

However, in Galician, there may be common abbreviations that are better known translated rather than untranslated. Use the well-known translations in these cases.

Expression	Acceptable abbreviation
dpi (dots per inch)	ppp (puntos por polgada)
I/O (Input/Output)	E/S (Entrada/Saída)
bcc (blind carbon copy)	CCO (con copia oculta)

List of common abbreviations:

Expression	Acceptable abbreviation
abreviación, abreviatura	abrev.
aproximadamente	aprox.
altura	alt.
ante meridiem	a.m.

apartado	apdo.
asinado	asdo.
auxiliar	aux.
avenida	avda.
branco e negro	b/n
céntimo	cént.
compañía	cía.
conta	cta.
dereita	dta.
don	D.
dona	D. ^a
esquerda	esq.
etcétera	etc.
exemplo	ex.
ídem	id.
información	inf.
lonxitude	lonx.
maiúscula	maiús.
máximo	máx.
mínimo	mín.
número	n.º
parágrafo	par.
páxina	páx.

por ejemplo	p. ex.
postdata	p.d.
post meridiem	p.m.
provincia	prov.
punto	pto.
puntos	ptos.
referencia	ref.
rúa	r/
señor	Sr.
señora	Sra.
símbolo	símb.
teléfono	tfno., tel.
véxase, vide	véx.

We recommend using the spelled-out form rather than the abbreviation unless space is an issue. As a general rule, avoid abbreviating a word down to less than three letters, unless it's an established abbreviation.

Don't abbreviate common words or replace them with symbols, such as the ampersand (&) instead of "and," or use any other word that users might not recognize. If you have any doubt, spell out the word rather than using an abbreviation.

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), and HTML (Hypertext Markup Language).

Write initializations in uppercase and without periods. Generally, acronyms and abbreviations are spelled out on the first mention, unless they're trademarks or well-known industry standards, such as JPG or USB.

Note: Although the English initialization can't usually be derived from the translation of the spelled-out term, don't create a new initialization derived from the translated term. And don't automatically replace an English initialization with a Galician initialization; instead, leave the English form intact, as in the following examples:

Expression	Acceptable abbreviation
Internet Information Services (IIS)	Servizos de información de internet (IIS)
SSO	SSO
PC	PC

Gender of acronyms

The gender of an acronym is generally that of the main word in the syntagm, as in "a (memoria) RAM," "a (rede) LAN," or "o (número) PIN." Depending on the context, you may find an acronym used with a different gender, as in "a (linguaxe) HTML" and "o (formato) HTML," but note that in these cases the generic term has different meanings.

Number of acronyms

Remember that acronyms don't take a plural in Galician. The plural can be shown on articles or nouns preceding the acronym or shown on adjectives used after it, as in "as (redes) LAN configuradas," or "os (números) PIN introducido,." Don't use the genitive for plurals.

Localized acronyms

Some acronyms are better known in their translated forms.

Example:

en-US source	Galician target	Explanation
UI	IU	from <i>user interface</i> , translated as <i>interface de usuario</i>
OS	SO	from <i>operating system</i> , translated as <i>sistema operativo</i>
IT	TI	from <i>information technologies</i> , translated as <i>tecnoloxías da información</i>

Unlocalized acronyms

Acronyms that are commonly understood do not need to be localized or spelled out in full in English.

Example:

en-US source	Galician target
SQL	SQL
UTF-8	UTF-8
URL	URL
2FA	2FA
HTML	HTML
GPU	GPU
CPU	CPU
IP	IP
DNS	DNS

4.1.3 Adjectives

Follow the normative rules for using adjectives.

Some English verbs can be translated as nouns or adjectives, depending on the context. As a general rule, avoid creating new verbs when you can translate them using other parts of speech. Avoid literal translations. Instead, try to make your translation sound as natural as possible, even if that means using sentence structures or parts of speech that are different from the original text.

Possessive adjectives

The frequent use of possessives is a feature of English (*your mouse, your application*). However, in Galician, possessive adjectives are usually translated as articles: *o rato, a aplicación*.

"My" terminology

Even though Microsoft US English interfaces and documentation do not use "My" terminology as frequently as before, if you come across features, apps, or services designated "My (...)" follow the guidelines below for Galician:

1. The localization of "my" terminology varies by product. The trend is to leave out the possessive adjective completely (translating "My TV" as "TV").
2. Terms that have been used for one product remain the same for the next version of the product, if the source remains unchanged.

Inflection of adjectives

Galician shows concord between nouns and adjectives. Structures that consist of a masculine noun + a feminine noun + an adjective that refers to both concord using the masculine plural inflections, as in the following examples:

en-US source	Galician target	Explanation
open windows and programs	programas e ventás abertos	Because <i>programa</i> is a masculine noun and <i>ventá</i> is feminine, adjectives take the masculine and plural inflections.

If the noun is a placeholder, it's important to know which exact string will be in the placeholder, so that an accompanying 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 isn't modified by an adjective. However, be mindful of such issues when localizing software.

4.1.4 Articles

In Galician, articles are used in complete sentences (those that end with a period and/or include a conjugated verb). Articles aren't used when the text string isn't a complete sentence, such as field descriptions, field property descriptions, and some error messages. Don't use articles in the translation of titles, headings, and the like. Also, remember that proper nouns don't take an article, unless the article is part of the name.

Second form of the article

The second form of the article is to be avoided as a general rule. Write, for instance, *Non se pode eliminar o documento* instead of *Non se pode elimina-lo documento*.

Important: It's necessary to write this second form with the preposition *por* (*polo, pola, polos, polas*) and with the adverb *u* (*u-lo, u-la, u-los, u-las*). Take into account that this second form needs to be used in the spoken language, though it isn't written—for instance, after verb forms ended in *-r* or *-s*, the pronouns *nós* and *vós*, the words *ambos, entrambos, todos*, the preposition *tras*, and the conjunction *e mais*.

Articles in relative constructions

When possible, use the article in relative constructions (preposition + article + relative pronoun), as this is more natural in conversational language. For instance: *A data na que se creou o documento* (instead of *A data en que se creou o documento*), or *Seleccione os parágrafos nos que quere facer cambios* (instead of *Seleccione os parágrafos en que quere facer cambios*).

General considerations

Unlocalized feature names

Microsoft product names and feature names that aren't translated are used without definite or indefinite articles in English.

In Galician, we don't use articles before unlocalized product names because these are considered to be proper nouns. Some strings may contain placeholders to be replaced with product names afterwards, so avoid using articles in prevent inconsistencies in gender and number.

Example:

en-US source	Galician target	Explanation
Microsoft	Microsoft	Avoid using <i>a Microsoft</i> . It's a proper noun, and the article isn't included in the name.
Word	Word	Also in the short name of this product, avoid using <i>o Word</i> .
Microsoft Viva Topics	Microsoft Viva Topics	Avoid using articles before product names.
Uninstalling %s...	Desinstalando %s...	Avoid using the article before a placeholder because it can be replaced with a masculine, feminine, or plural name, or even a proper noun.

Localized feature names

Translated feature names are treated as follows: Some product or component names may have an approved translation in Galician. Check the reference material for an approved translation, and ask the language coordinator for a list of translated and untranslated names. This will improve the overall consistency of the product translation.

Articles can be used before feature names when these are based on generic terms. Use articles when required by language rules.

Example:

en-US source	Galician target	Explanation
Microsoft Download Center	Centro de descargas de Microsoft	Depending on the context, the article can be used: o Centro de descargas de Microsoft
File Explorer	Explorador de ficheiros	Depending on the context, the article can be used: o Explorador de ficheiros
Accessibility Wizard	Asistente de accesibilidade	Depending on the context, the article can be used: o Asistente de accesibilidade

Articles for terms borrowed from English

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

- Motivation: Does the English word have any formally motivated features that would allow a straightforward integration into the noun class system of the Galician language? Always consider the possibility that in technical contexts the use of the article in terms borrowed from English may follow the Galician language rules for articles, gender, and number.
- Analogy: Is there an equivalent Galician term whose article could be used?
- Frequency: Is the term used in other technical documentation? If so, what article is used most often?

The internet may be a helpful reference here.

Always consult the Language Portal to confirm the use of a new loanword and its proper article to avoid inconsistencies.

For instance, some English words have an equivalent in the Galician common language, such as *nickname* (*alcume*). Other words are easily adapted following Galician rules, as in *boolean* (*booleano*), *trojan* (*troiano*).

However, a number of nouns can be translated with a syntagmatic expression, such as *email* (*correo electrónico*) or *spyware* (*programa espía*), but these are still easily understood by users. Other nouns are more complex and need a semantic translation instead, such as *locale* (*configuración rexional*), *ampersand* (*signo &*), or *phishing* (*suplantación de identidade*).

The examples below show how English loanwords inflect for gender and number in Galician. Notice that some loanwords are already established in Galician, and they follow the accentuation rules of this language.

Example:

en-US source	Galician target	Explanation
web	o/a web	Traditionally, <i>web</i> has been used mainly as an adjective, invariable in gender and number (<i>o sitio web, as páxinas web</i>). When used as a noun, you would need to identify what it refers to (a site or a page) in order to use the right gender and number (<i>os webs, a web</i>).

interface	a interface	Noun of feminine gender, variable in number (<i>a interface, as interfaces</i>).
cache	a caché	Noun of feminine gender, variable in number (<i>a caché, as cachés</i>). It follows the accentuation rules of the Galician language.
codec	o códec	Created from <i>codificador-descodificador</i> , this blending follows the accentuation rules of the Galician language. Noun of masculine gender, variable in number (<i>o códec, os códecos</i>).
zoom	o zoom	Noun of masculine gender, variable in number (<i>o zoom, os zooms</i>).
copyright	o copyright	Noun of masculine gender, variable in number (<i>o copyright, os copyrights</i>). Note that in a number of contexts this can be replaced with <i>dereitos de autor</i> .
buffer	o búfer	Noun of masculine gender, variable in number (<i>o búfer, os búferes</i>). Accentuation according to Galician language rules.

4.1.5 Capitalization

Many more words are capitalized in English than in Galician. Don't mimic the capitalization from the source text strings, but rather use your knowledge of the spelling conventions of Galician to decide which words in a string need to be capitalized and which should be lowercase. Overcapitalization makes the text sound awkward and leads to inconsistencies in the UI.

When an English noun is capitalized in the source string and its translation consists of two or more words, capitalize the first word but not the others. Also, note that some words are capitalized in English, such as *Web*, but not in Galician. Apply Galician spelling rules consistently.

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 isn't capitalized, the corresponding first word in the target language isn't capitalized, either. However, there are some exceptions to this rule:

- As a general rule, proper nouns (such as the names of apps, wizards, and programs) need to be capitalized, as in *Microsoft Outlook* or *Excel*, but remember that generic terms need to be written in lowercase, such as *folla de cálculo de Microsoft Excel*.

- When a compound is shown at the beginning of a sentence, the first word of the translated sentence needs to be capitalized in Galician, but this isn't always the case when the word appears in the middle of a sentence.
- Place names are capitalized, as in *Brasil* or *Francia*, but language names are lowercase, as in *portugués* or *francés*.
- Title abbreviations are capitalized in Galician, such as *Sr./Sra*. But when titles are spelled out, they aren't capitalized, as in *don/dona*.
- Company titles and positions aren't capitalized, as in *presidente/a*.
- Time references, such as the names of days, months, and seasons, aren't capitalized in Galician, as in *xoves*, *febreiro*, or *primavera*.
- Measurement units aren't capitalized, as in *hertz*, *xigabytes*, and *segundos*. When measurement units are abbreviated, follow the established conventions for using these symbols.
- Menu and option names, as well as the names of dialog boxes, buttons, and sections, are capitalized, such as in *menú Ferramentas*, or *prema en Aceptar*. Note that quotes aren't necessary if this formatting convention is used (even though the English source text uses quotation marks sometimes).
- Key names are capitalized, as in *tecla Control*, unless they're abbreviated, in which case they're written in uppercase letters, as in CTRL+ALT+SUPR.

The following table shows some examples of correct capitalization of text in Galician:

en-US source	Galician target	Explanation
Microsoft Home Page	Páxina principal de Microsoft	Though <i>Home Page</i> is capitalized in English, it's lowercase in Galician because it's a generic term. It's capitalized at the beginning of the sentence.
Press CTRL+R.	Preme CTRL+R.	Key names are capitalized when used abbreviated.
Sort Options	Opcións de ordenación	Only the first word of UI elements is capitalized.
Protect Shared Workbook	Protexer libro compartido	
If this is correct, choose Next	Se é correcto, escolle Seguinte	

Some strings are concatenated "at runtime," and you'll occasionally find strings that seem to lack a subject or simply start in the middle. Be careful not to start such strings with capital letter.

In English headings, nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions (such as *that*, *until*, and *which*) are sometimes capitalized. Don't apply the same capitalization style to headings in Galician. Instead, follow the normal Galician capitalization rules. The same rule applies to software strings.

en-US source	Galician target
Sorting and Grouping	Ordenar e agrupar

4.1.6 Compounds

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

Noun and verb compounds are used frequently in English to form new words. Product user interfaces, online help, and documentation contain a number of such examples. However, not all languages use compounding to create new, complex words.

In order to create new words, Galician uses different strategies, derivation being the most common. Words such as *previsualización*, *renomear*, or *formatación* are derivative words. In English, these words are often shown with hyphens, such as *bi-directional* or *auto-capitalizing*. But that isn't common in Galician, and Galician rules need to be followed.

Word compounding isn't as frequent in Galician as in English, especially joint spelling morphemes or delimited by hyphens. For instance, English has a number of terms such as *built-in*, *frequently-used*, and *command-line*. In many cases, these are translated using syntagmatic expressions. Remember to follow the Galician rules for word formation or provide a semantic translation, and keep it as idiomatic and natural as possible.

Many times you'll have to create periphrastic constructions or full sentences to render the corresponding meaning in your language. Try to be concise, but don't sacrifice the meaning. In English, you'll find constructions that consist of several nouns and adjectives together. In those cases, try to identify the head noun and the modifiers in order to translate them correctly. Capitalize them according to the Galician rules.

en-US source	Galician target
Xbox Accounts	Xbox de internet
Kinect sign-in	Iniciar sesión con Kinect
Mailbox Server Name	Nome do servidor da caixa de correo

Compounds may appear in complete sentences together with other text or other compounds. You'll need to identify them properly in order to translate them correctly. To do so, look for them in reference documents. If you don't find them there, try to make partial or combined searches to check whether you have identified them correctly or the source term is wrong.

Remember to use the right word order in Galician and capitalize only when needed. The following translation examples are included to show you the kind of compounds that you'll encounter:

en-US source	Wrong Galician translation	Correct Galician translation
Visio desktop and web app	Escritorio de Visio e aplicación web	Aplicación de escritorio e web de Visio
Untitled Narration	Sen título Narración	Narración sen título
Red Eyes	Ollos Vermellos	Ollos vermellos
New Collection Folder	Cartafol de nova colección	Cartafol Nova colección
Search Help	Buscar axuda	Buscar na Axuda
View Menu	Ver menú	Menú Ver
Microsoft Software License Terms	Termos de licenza para Software Microsoft	Termos de licenza do software de Microsoft

Compounds with product or component names

Product and component names are usually trademarked, are capitalized, and remain unchanged in translation. When these consist of more than one word, pay attention to which words need to be capitalized. Names such as Microsoft, Windows, and DirectX are always capitalized, but for example, in wizard names only the first word is capitalized, as

in Asistente de gráficas. You may also need to add prepositions in order to link the compound to the other words, following the Galician rules:

en-US source	Galician target
Windows password	Contrasinal de Windows
Microsoft Word document	Documento de Microsoft Word
Microsoft SQL Server Database	Base de datos de Microsoft SQL Server
SQL query file	Ficheiro de consulta SQL

As stated in previous sections, avoid using articles before product names, unless necessary, because product names are considered to be proper nouns. Also remember that many strings contain placeholders that will be replaced with product names, so avoid the use of articles to avoid inconsistencies.

Compounds with acronyms, abbreviations, and numerals

The compounds below contain either an abbreviation or a numeral followed by a component name. The Galician target shows how such constructions should be translated, showing the particles needed in each case to link the compound with the abbreviation or numeral. Often, but not always, you'll need to use a preposition—for instance, in garabato en 3D.

Use prepositions and plurals following the Galician rules, and remember that there is a space between the numeral and the unit, and that most units don't end with a period, unless it's at the end of the sentence. Use punctuation signs and hyphens according to Galician rules.

en-US source	Galician target
3D Fly In	Voo de entrada en 3D
8-bit integer	Número enteiro de 8 bits
24 bit color value	Valor de cor de 24 bits
7200 RPM HDD	Unidade de disco ríxido de 7200 revolucións por minuto
27-inch monitor	Monitor de 27 polgadas

4.1.7 Conjunctions

Writing in the Microsoft voice in English uses conjunctions to make the text sound friendly and conversational. Starting a sentence with a conjunction can be used to convey an informal tone and style.

In Galician, the Microsoft voice can be conveyed through a similar use of conjunctions. Note that sometimes we can improve sentence flow and clarity by removing the conjunctions and rewording the sentence. See the table below for some examples.

Galician old use of conjunctions	Galician new use of conjunctions
Así mesmo, pode actualizar o contorno.	Tamén podes actualizar o contorno.
Nestes intre non se pode engadir un computador de confianza.	Agora non podes engadir un computador de confianza.
Este dispositivo non pode acceder ao seu contido multimedia cando o seu computador entra en modo de suspensión.	Este dispositivo non pode acceder aos teus ficheiros se o teu computador está suspendido.
Aínda así, permite que este computador se mostre e se localice na rede.	Igualmente, permíteche ver e atopar o computador na rede.
Non obstante, pode seguir tirando proveito dos servizos de Viva Insights creando unha nova conta de Microsoft Viva Insights.	Pero podes aproveitar os servizos de Viva Insights cunha nova conta de Microsoft Viva Insights.

Remember that the second form of the article (lo, la, los, las) needs to be used in the spoken language after the conjunction e mais.

4.1.8 Contractions

Contraction of the preposition + article

Some prepositions always contract in the Galician language. This is the case of a, con, de, en, and por with definite articles and con, de, and en with indefinite articles. Though ao/s and ó/s are both valid, for consistency, the preferred form in Microsoft products is

ao. Check the Galician normative references for guidelines and exceptions to contractions.

Though not always written, the second form of the article (lo, la, los, las) is used in the spoken language after verb forms ended in -r or -s, the pronouns nós and vós, the words ambos, entrambos, todos, the preposition tras, and the conjunction e mais.

4.1.9 Genitive

Attaching a genitive s to (trademarked) product names isn't feasible because it could be interpreted as a modification of such names.

Remember that initializations don't take a plural form in Galician. The plural is marked in articles or nouns preceding the acronym and in the adjectives that follow it. Refer to the [Capitalization](#) section in this guide for further reference.

4.1.10 Localizing colloquialism, idioms, and metaphors

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

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

- Don't attempt to replace the source colloquialism with a Galician colloquialism that means the same thing unless the Galician colloquialism is a perfect and natural fit for that context.
- Translate the intended meaning of the colloquialism in the source text (as opposed to literally translating the colloquialism), but only if the colloquialism's meaning is an integral part of the text that can't be omitted.
- If the colloquialism can be omitted without affecting the meaning of the text, omit it.

4.1.11 Modifiers

In localized Galician text, you often need to create periphrastic constructions or complete sentences to render the meaning conveyed in the source texts. Try to be concise, but don't sacrifice the meaning. In English, you may find constructions that consist of several nouns and adjectives. In those cases, try to identify which is the head noun and which are the modifiers, in order to translate them correctly. Capitalize them

following the Galician rules. Refer to the section on [Compounds](#) in this guide for further reference.

4.1.12 Nouns

Follow the normative rules related to nouns.

Negation

In English, many nouns and adjectives can also have a negative meaning through the use of a derivative marker. In Galician, derivative markers are also very common with certain adjectives (as in invisible, incorrecto, desactivado, desinstalado) and verbs (desbloquear, desprotexer, desinstalar), but avoid the overuse of these particles, especially when the negative terms aren't documented in reference sources.

The following table shows how new nouns can be created from a loanverb or an existing verb:

en-US source	Galician target verb	Galician target noun
cipher	cifrar	cifraxe
format	formatar	formatación
mark	marcar	marcación
monitor	monitorar	monitoraxe
virtualize	virtualizar	virtualización

Notes:

- Though -aría and -ería are both valid (enseñararía, ensinarería; piratararía, pirateraría), the suffix -aría is preferred to improve overall consistency in the translation.
- Although -ble and -bel are both valid, the suffix -ble is preferred to improve overall consistency.
- Avoid excessive nominalization—this makes the tone of the text overly formal.

Topic titles

Translate topic titles using nominative forms. This makes them easier to read and provides a uniform style.

4.1.13 Numbers

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

In Galician, numbers below 10 are usually spelled out as words.

To facilitate the reading of figures in general texts, we usually insert either a period or a space after a group of three numbers (with the space being the preferred option): for example, 23 984 373 or 23.984.373. Note that the use of commas in Galician in this case is incorrect. We use commas only for decimal points, not for whole numbers.

4.1.14 Prepositions

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

Preposition use is another consideration when trying to achieve a casual and conversational tone. In the Microsoft voice, starting or ending a sentence with a preposition is acceptable in English.

Although ending a sentence with a preposition isn't applicable to Galician, sometimes the Microsoft voice can be conveyed in Galician through the use of "simpler" prepositions instead of extended prepositional phrases.

Galician classic use of prepositions	Galician modern use of prepositions
A utilización de HTTPS axudará a manter a súa conta segura fronte aos hackers, en especial se utiliza normalmente computadores públicos ou conexións sen fíos inseguras.	Con HTTPS poderás manter a túa conta segura contra hackers, en especial se utilizas computadores públicos ou conexións sen fíos inseguras.
Non é posible continuar a executar o programa. A causa de que se detivese é a seguinte:	Non é posible continuar a executar o programa. Detívose pola seguinte causa:
Interrompeuse a operación por causa de que se creou, eliminou ou renomeou unha subweb durante a mesma.	Interrompeuse a operación porque se creou, eliminou ou renomeou unha subweb durante esta.

Prepositional phrases in English need to be translated according to their context; avoid anglicisms. Refer to the recommended resources to check specific uses of prepositions.

The table below contains frequently used verbs and the prepositions that follow them. Use this table as a reference.

US-en source	Galician target	Comments
associate with	asociar a	
change to	cambiar a	
click on	premer en	Use premer en for on-screen actions and premer for physical buttons (i.e. keyboard or Mouse)
connect to	conectar a	
export to	exportar a	
export from	exportar desde	
import to	importar a	
import from	importar desde	
migrate to	migrar a	
migrate from	migrar desde	
update to	actualizar a	
upgrade to	actualizar a	
welcome to...	benvido/a a	

Notes:

- Don't use the construction noun + a + infinitive or noun + para + infinitive. These aren't correct in the Galician language.
- Also, don't coordinate two verbs that need different prepositions, as in correo enviado a e recibido de. This is also incorrect in Galician.

The examples below contain frequently occurring noun phrases that are preceded by a preposition. Use this table as a reference.

US expression	Galician expression	Comment
in the toolbar	na barra de ferramentas	In generic contexts, you can also use da barra de ferramentas.
on the tab	no separador	In generic contexts, you can also use do separador.
on the menu	no menú	In generic contexts, you can also use do menú.
on the net	na rede	In generic contexts, you can also use da rede.
on the web	no web / na web	In generic contexts, you can also use do web / da web.
on a website	nun sitio web	In generic contexts, you can also use dun sitio web.
on a web page	nunha páxina web	In generic contexts, you can also use dunha páxina web.

Contraction of preposition + article

Though *ao(s)* and *ó(s)* are both valid in Galician, the form used in the text of the latest normative reference is *ao(s)*, so this is the form that you should use in all cases to improve overall consistency. Remember that this is always pronounced as /ɔ/.

Use the second form of the article with the preposition *por* (*polo, pola, polos, polas*).

4.1.15 Pronouns

Follow normative rules regarding the use of pronouns.

In Galician, the Microsoft voice can be conveyed through the use of first-person and second-person pronouns, as shown in the examples below. Note that when the user is telling the program or a wizard what to do, the infinitive is used. Remember to use *che/te* so that users feel like we're addressing them personally.

Galician classic user reference	Galician modern user reference
You can change when new updates get installed.	Podes elixir cando instalar as actualizacións.
Choose one of these schemes or make your own.	Elixo un dos temas ou crea un propio.
Remember my password	Recordar o meu contrasinal
Tell me when a new Bluetooth device tries to connect to my PC	Avisarme cando un novo dispositivo Bluetooth tente conectarse ao meu computador.
We recommend that you back up your files on a regular schedule.	Recomendámosche que fagas unha copia de seguranza dos teus ficheiros regularmente.
We strongly discourage you from installing these codec packs.	Recomendámosche que non instales estes paquetes de códecs.
We can't find a printer. Do you want to add one?	Non podemos atopar a impresora. Queres engadila?
The information we collect won't be used to personally identify you.	A información que recompilamos non se usará para identificarte.

Notes:

- Use an informal tone as a general rule. Use the second person to address the user, but omit the subject pronoun *ti* whenever possible. In most cases, the meaning of the sentence isn't affected by this omission because the personal pronoun is implicit in the verbal form.
- Pay attention to the pronoun position; the pronoun is placed proclitically or enclitically, depending on the sentence structure. When both positions are correct, try to use a consistent translation.

4.1.16 Punctuation

Follow normative rules regarding the use of punctuation. Galician uses a character set that's based on the Latin alphabet, so make sure to include a space after commas and periods.

Bulleted lists

If bulleted lists are complete sentences, end each element in the list with a period. However, if the elements continue an introductory clause, each should begin with a lowercase letter and end with a semicolon, except the last one, which ends with a period.

If the bulleted elements are short, no punctuation is required.

Comma

With very few exceptions, don't use a comma after a conjunction (e, nin, ou). Refer to normative sources to check for exceptions on this.

Don't use a comma before the etc. abbreviation. The conjunction (et) is considered to be implicit in this word.

Don't use a comma between the subject and the predicate. This is incorrect in Galician.

Commas are used to separate the place name and the date in letters, as in Santiago, 25 de xaneiro de 2022. Note that no preposition is used after the comma.

Commas are also used to separate decimals. Refer to this section of the style guide. Should you have any doubt on the use of commas, refer to normative references.

Colon

Include a space after the colon. After a colon, don't capitalize the following word, unless the colon is used in letter salutations or to set off a list of items that consist of complete sentences. Refer to normative sources for more information on this.

You can use either a period or a colon to separate hours, minutes, and seconds (for example, 18:30), but we recommend using the colon for consistency.

Don't use semicolons. Two short sentences are better than a single long sentence and are easier to read.

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. Follow normative rules regarding the use of the hyphen in Galician.

- **En dash**

The en dash is used as a minus sign, usually with spaces before and after.

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

The en dash isn't generally used in Galician.

- **Em dash**

The em dash is used to emphasize an isolated element or introduce an element that isn't essential to the meaning conveyed by the sentence. In Galician, this isn't generally used. It's better to use commas or parentheses where the English uses dashes.

Ellipsis (suspension points)

Follow normative rules regarding the use of the ellipsis (suspension points).

Keep in mind the following when using the ellipsis:

- Make sure you remove all spaces before the ellipsis sign, even when a space is used in the source text.

en-US source	Galician target
Predefined ...	Predefinidos...
Browse ...	Explorar...

- Some command names appear in the menu followed by the ellipsis sign to indicate that when pressing it, a dialog window will open. The same convention applies in Galician.

Period

A period is used at the end of a complete sentence and at the end of abbreviations.

A period can be used as a thousandth separator (6.520), but we recommend using a space instead. Also remember that years and page numbers don't take a thousand separator. Refer to the recommended resources for further reference.

Note: In numbers composed of four digits, the thousandth separator shouldn't be used, as they don't present reading problems .

You can use either a period or a colon to separate hours, minutes, and seconds, but we recommend using a colon for consistency. If you have any questions about the use of periods, refer to normative references.

Don't use a period after IS measurement units, unless these are written at the end of a complete sentence.

Don't use a period with acronyms.

Don't use a period after question marks, exclamation points, or an ellipsis.

Don't use a period in titles or headings.

Adhere to the following guidelines when determining whether to include a period at the end of a list or table entry:

- If bulleted items are complete sentences: each ends with a period.
- If bulleted items continue an introductory clause: don't use a period.
- For items in a list (such as chapters, sections, products, or system requirements) that are neither sentences nor continuations of a sentence, don't use a period.
- If your translation is longer than the US English text, or if you split your translation into several independent sentences, use your best judgment and insert a period if it improves the Galician style.
- Never put a period after just one word.

The same convention applies to instruction lists, captions, and callouts.

Quotation marks

In US English source strings, you may find software references surrounded by English quotation marks.

Quotation marks are used to enclose or emphasize certain words. Note that there are several kinds of quotation marks: chevrons (« »), curly quotation marks (" "), straight quotation marks (""), and simple quotation marks (' '). Don't use angle brackets (< >) instead of quotation marks. Double signs are preferred in Galician. Remember that

punctuation marks, such as the period, the comma, the question mark, and the exclamation point are placed outside the quotation marks, while in English these are usually placed inside the closing quotation marks. Refer to recommended sources for further reference on the use of quotation marks in Galician.

Parentheses

Parentheses are used to include supplementary information in a text. In Galician, as well as in English, there is no space between the parentheses and the text inside them, but leave a blank before and after the parentheses. Any punctuation inside parentheses or other brackets is independent of the rest of the text. Refer to recommended sources for further information about the use of parentheses in Galician.

Question marks and exclamation points

Include question marks and exclamation points only at the end of the text string; this is the recommended solution in the latest normative reference. However, try to avoid exclamation points and choose stronger words instead.

4.1.17 Sentence fragments

The Microsoft voice allows the use of sentence fragments to help convey a conversational tone. They are used whenever possible because they're short and to the point.

The Microsoft voice in Galician can be conveyed through the use of sentence fragments in some cases, in particular for questions, as a good way of engaging the user. See the corresponding table below for some examples.

Galician long form	Galician sentence fragment
Siga os pasos indicados	Como facelo / Aquí tes como /
Obter máis información	Máis información
Siga os pasos indicados a seguir:	Segue estes pasos:
Consulte os temas da Axuda relacionados	Consulta a Axuda

4.1.18 Subjunctive

The subjunctive mood is an important aspect of the Galician language. It needs to be used when required by the content to avoid diminishing and reducing the quality of the text. However, be aware that generally speaking, the imperative or indicative mood are easier to understand than the subjunctive mood is.

4.1.19 Symbols and nonbreaking spaces

Don't use symbols to abbreviate common words, such as & instead of and, @ instead of the gender mark, or any other symbol that users might not recognize. If you're not sure, spell out the word rather than use an abbreviation or symbol.

Percentage symbol

Use the % symbol with numbers. Never use it when a number is spelled out. Note that a space should be used between the figure and the symbol.

Percent example: 0,067 %

Negative percent example: -0,066 %

Nonbreaking spaces

Nonbreaking spaces are inserted by pressing Ctrl+Shift+Spacebar. They are used:

- In any abbreviation and in two-word product names. When nonbreaking spaces can't be used (in Help files, for example) it's also acceptable to write these abbreviations without a space to avoid having one letter move to the beginning of the next line.
- Between the numeral and the unit of measure or currency that goes with it.

Ampersand (&)

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

4.1.20 Verbs

The US English source text uses simple verb tenses to support the clarity of the Microsoft voice. The easiest tense to understand is the simple present, like we use in this

guide. Avoid the future tense unless you're describing something that really will happen in the future and the simple present tense isn't accurate. Use the simple past tense when you describe events that have already happened.

Verbal person

Use conjugated verbs with complete sentences (with a period at the end) and use the second person (ti) to address the user. Use verb forms consistently, especially in instructions to the user.

The verbal person is one of the most powerful linguistic devices that Galician has to convey a conversational, friendly style. **Address the customer as "ti"** directly or indirectly.

en-US source	Galician target
Your file has been saved, but you might experience problems when you try to open it.	Gardouse o ficheiro, pero pode ser que experimentes algún problema ao abri-lo.
Use these settings to customize your search experience for this search service.	Usa esta configuración para personalizar a túa experiencia de busca neste servizo.
To apply these settings, click Next.	Para aplicar esta configuración, preme Seguinte.

In general, use the **first person** (eu, me, meu) when the customer is telling the program or a wizard what to do. Use the **second person** (ti, teu) when the program or a wizard is telling the customer what to do.

en-US source	Galician target
Alert me when this file is modified.	Avísame cando se modifique o ficheiro.

Use **nós** in place of a product or the company name to create a more human experience with the PC:

- When users can reasonably imagine people behind the action.
- To describe an action by the Office team.

- To take responsibility when the Office team has done something undesirable and we need to deliver bad news. Accompany this by *sentímolo*, and provide as much helpful advice as possible.
- Use *recomendámoslle* to convey specific recommendations by the Windows organization or Microsoft.

Don't overuse the first person. It's not a crutch for being conversational, and too much we sounds like we're focused on ourselves or makes us seem domineering and the user powerless.

Compare options with *we* and without. If you can be conversational, warm, and appropriate in the context without *we*, do it. (In many cases, you can eliminate the subject entirely to get around the dilemma.)

This is the best illustration of the "Made by people, for people" personality principle, but it can suggest a daunting corporate presence if used wrongly.

Source	Don't	Do
If you accept, we'll collect anonymous information about your hardware configuration...	Deberías aceptar para que se recollan datos anónimos sobre a túa configuración de hardware...	Se aceptas, recolleremos información anónima sobre a túa configuración de hardware...
We strongly recommend you to...	Recoméndase...	Recomendámosche encarecidamente que...
We're sorry but the 'I' table was truncated and data was lost.	A táboa 'I' estaba danada. Perdéronse algúns datos.	Sentímolo, pero a táboa 'I' estaba danada e perdéronse algúns datos.

In Galician, avoid the future tense unless you must say that something will really happen in the future or unless it's used in conditional clauses where the context requires the future tense. The future tense can also be expressed using periphrastic clauses.

Galician classic use of verb tense	Galician modern use of verb tense
Despois de terminar de instalar a ferramenta, a icona aparecerá no teu escritorio.	Cando instalas a ferramenta, a icona aparece no teu escritorio.

Se está a ter algún problema, pode pechar esta mensaxe e tentar conectarse de novo.	Se tes algún problema, pecha esta mensaxe e tenta conectarte de novo.
Cando abra a ventá, aparecerán as iconas.	Cando abres a ventá, aparecen as iconas.
Ao iniciar a copia de seguranza, crearanse varios ficheiros cos teus cartafoles.	Ao comezar a copia de seguranza, estarás a crear varios ficheiros cos teus cartafoles.

As a rule, don't use gerunds or the passive voice in Galician. These constructions aren't idiomatic.

Some English verbs can be translated to Galician as nouns or adjectives, depending on the context. In general, avoid creating verbs or verb forms when you can translate them using other parts of speech. Also, be consistent when translating option names, and try to use the same part of speech for all of them, when possible. For example, translate all items in a list within a dialog box using an infinitive verb, or translate them all as nouns, or translate them all as imperative verbs. Rely on the rules for Galician to determine how best to translate the contents of dialog box elements such as lists and tables. If you detect that verbs, nouns, and adjectives are being used at the same time to translate option names or related strings, contact your language coordinator to check whether it's possible to standardize this by using the same part of speech for all of them.

Galician target	Explanation
Escoita	
Mira	These items are parallel because all four items are single-word, imperative verbs.
Comparte	
Colecciona	
Música	
Vídeo	These items aren't parallel because Música and Vídeo are nouns, while Comparte and Escoita are verbs.
Comparte	
Escoita	

Selecciona toda a palabra	These items are parallel because both are translated using imperative forms.
Formata o lenzo de deseño	
Selección de toda a palabra	These items aren't parallel because the first sentence is using a noun phrase, while the second sentence is using an imperative form.
Formata o lenzo de deseño	

Make sure you specify the object when using transitive verbs. Otherwise, the sentence will be incorrect in Galician:

en-US source	Galician target without object	Galician target with object
Correct the problem and try again.	Corrixo o problema e tenta de novo.	Corrixo o problema e téntao de novo.
Try Again	Tenta novamente	Téntao novamente

Don't coordinate two verbs that need different prepositions when they share a common complement; this isn't correct in Galician. For instance: correo enviado a e recibido de.

Passive voice

Though it's grammatically acceptable in Galician, the passive voice is more commonly used in English than in Galician. The active voice is preferred over the passive voice, when possible, in order to keep a positive, friendly tone.

en-US source	Passive voice in Galician target	Active voice in Galician target
Text format cells are treated as text even when a number is in the	As celas con formato de texto son tratadas como texto mesmo cando conteñen números. A cela é mostrada	As celas con formato de texto trátanse como texto mesmo cando conteñen números. A

en-US source	Passive voice in Galician target	Active voice in Galician target
cell. The cell is displayed exactly as entered.	exactamente como foi introducida .	cela móstrase exactamente como se introduciu .
This font is designed for use with a pen.	Este tipo de letra foi deseñado para ser utilizado cun lapis.	Este tipo de letra deseñouse para o seu uso cun lapis.

Gerunds

Messages that notify the user that a process is in progress usually use a verb in the -ing form plus three dots after the text. In Galician, you should choose a verb tense and/or aspect that expresses the ongoing nature of the action. This is one of the very few exceptions where the gerund is allowed in Galician.

en-US source	Galician target
Scanning Files	Explorando ficheiros...
Opening message	Abrindo mensaxe...

However:

- Avoid the excessive use of gerunds to improve readability, and break up sentences to improve sentence flow.
- Avoid using the gerund to mark a noun with an adjective quality.
- Also, avoid using this as a coordinating element, linking consecutive actions that could be coordinated otherwise.
- Avoid using the gerund in titles and section headings. We recommend that you translate this instead with nouns or infinitives, unless it's expressing an action in progress (usually specified with the ellipsis sign).
- Avoid using the gerund in links. Use the infinitive.

Topic titles

Avoid translating topic titles with verbs. Instead, use the nominative forms when possible. This provides a more uniform style and makes the text easier to read.

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

Avoid literal translations, in both software and help files. Always make sure that users who aren't familiar with IT jargon can easily and immediately understand what they read.

- Reword every sentence that isn't perfectly clear in Galician.
- Rework every sentence that "sounds" like a translation.
- Don't hesitate to break up long sentences into smaller parts in order to enhance readability.
- Always think of an easy and understandable way to reword a technical term or IT jargon (unless it's already common and in use).

5.1 Accessibility

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

Hardware and software components engage a flexible, customizable user interface, alternative input and output methods, and greater exposure of screen elements. Some accessible products and services aren't available in Galician-speaking markets. If you have questions about the availability of a specific accessibility product or service, double-check with the appropriate resources.

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

5.2 Applications, products, and features

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

Note: The translation of wizard names has been standardized for Galician. They are always to be translated as Asistente de to avoid the inconsistencies that used to arise related to the use of the preposition (de/para).

Version numbers

Version numbers always contain a period (for example, Version 4.2). Note the following punctuation examples of Version x.x. Make sure you translate the word version into versión.

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

5.3 Trademarks

Trademarked names and the name Microsoft Corporation shouldn't be localized unless local laws require translation and an approved translated form of the trademark is available. A list of Microsoft trademarks is available for your reference at the following location: <https://www.microsoft.com/en-us/legal/intellectualproperty/trademarks>

5.4 Software considerations

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

5.4.1 Arrow keys

The arrow keys move the input focus among the controls within a group. Pressing the right arrow key moves the input focus to the next control in tab order, whereas pressing the left arrow key moves the 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.

Don't capitalize arrow key names in generic references—for example, as frechas cara arriba ou cara abaixo.

5.4.2 Error messages

Error messages are messages sent by the system or a program, informing the user of an error that must be corrected in order for the program to keep running. The messages

can prompt the user to take action or inform the user of an error that requires rebooting the computer.

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

English term	Correct Galician translation
Something went wrong	Houbo algún problema
Not enough memory to process this command.	Non hai memoria suficiente para procesar este comando.

Galician style in error messages

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

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

Translate the contents of dialog boxes and error messages using a verbal form. The active voice is preferred over the passive voice whenever possible, to achieve a positive, friendly tone.

Use Sentímolo only in error messages that inform the customer about a serious problem (for example, data loss, or the customer can't continue to use the computer), or when a product or service fails. Don't use Sentímolo if the problem occurred during the normal functioning of the program.

Standard phrases in error messages

Error messages are often made up of two items: a phrase explaining the problem, and a sentence that states the consequences of the problem or how to solve it. In English, writers use a period, comma, colon, or semicolon to separate those two items. In Galician, we try to unify and simplify punctuation between the items and will use a period to separate them. The first item in the error message is translated following the general rules for error messages. The second part is translated as a complete sentence ending in a period.

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

Examples:

English	Translation	Example	Comment
Cannot ... Could not ...	Non se pode...	Non se pode atopar o ficheiro.	
Failed to ... Failure of ...	Non se pode...	Non se pode conectar.	
Cannot find ... Could not find ... Unable to find ... Unable to locate ...	Non se pode atopar...	Non se pode atopar o software do controlador.	
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Memoria insuficiente	Memoria insuficiente	Use "Memoria insuficiente" with general messages. Use a verb phrase to translate complete sentences, as in "Non hai memoria suficiente para..."
... is not available ... is unavailable	... non está dispoñible	O comando non está dispoñible.	

Many error messages alert the user to the fact that an action couldn't be completed or that an item couldn't be found. Be consistent in how you convey such messages in Galician. We recommend that you use impersonal verbs to translate error messages (Non se pode..., Non hai...). However, when incomplete sentences are shown, it's

possible to use noun phrases with a negative particle (insuficiente, incorrecto, non válido, non definido...). Be aware that some negative words may have a stronger meaning or unintended connotations, such as inválido, or ilegal.

Error messages containing placeholders

When you localize error messages that contain placeholders, try to find out what will replace the placeholder. This is necessary for the sentence to be grammatically correct when the placeholder is replaced with a word or phrase. Note that the letters used in placeholders convey a specific meaning. See the examples below:

%d, %ld, %u, and %lu means <number>

%c means <letter>

%s means <string>

Examples of error messages 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."

The following table provides examples of error messages with placeholder text, and the resulting error messages that users see:

Placeholders in English error messages	Final error message text that users see
%d minute(s) remaining	3 minute(s) remaining
Dialing %s...	Dialing business phone
The disk in drive %c: cannot be formatted.	The disk in drive C: cannot be formatted.

In English source strings, placeholders are found in the position where they would naturally occur in that language. Because in English numerals typically precede the noun, the numeral placeholders typically precede the noun in the source strings. This order is also followed in most Galician examples, but make sure that this is the case in your specific examples and that you don't need to change the position of any word in the sentence.

en-US source	Galician target
%u hours ago	Hai %u horas

Because Galician has agreement between adjectives and nouns, if the noun is a placeholder, it's 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 isn't 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. You may want to reword the translation to avoid a potentially ungrammatical sentence.

en-US source	Message that the users will see	Galician example
Replace invalid %s?	Replace invalid data? Replace invalid file?	Substituír %s?
%s already exists	File already exists Name already exists	%s xa existe
%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.	Configúrouse %s como o teu contacto persoal
%s stopped working and was closed	The application stopped working and was closed The program stopped working and was closed	%s deixou de funcionar e pechouse.

Syntactic ordering

In error messages, describe the action that the user is supposed to take before the purpose of the action. Phrases like To skip creating your startup disk, click Cancel should be rephrased as Click Cancel to skip creating your startup disk. Try to replace passive constructions with active ones. If you find inconsistencies in legacy strings, ask your language coordinator about updating them.

en-US source	Galician target	Explanation
Setup encountered an error while	Produciuse un erro no programa de instalación ao crear o disco de inicio.	Avoid personified subjects if the context allows for omission (for example, Setup encountered / Setup cannot... in Setup error messages). In those cases you could use Non se pode atopar o

en-US source	Galician target	Explanation
creating your startup disk. Setup cannot find the remote computer. Setup cannot get disk information.	O programa de instalación non pode atopar o computador remoto. O programa de instalación non pode obter a información do disco.	computador remoto, but make sure that it's perfectly clear that it's referring to Setup. Rephrase and change the word order when necessary.
Remove any existing settings to free space.	Elimina a configuración existente para liberar espazo	Generally, describe the action before the purpose instead of the other way around.
Attempt to remove current directory	Intenta eliminar o directorio actual	Use an active construction when possible.

Verbs

Translate verbs in error messages consistently. If you can omit the predicate be in error messages and still have a grammatical sentence, you should omit it, but be consistent in your usage across all error messages. Be concise without changing the meaning of the source string.

en-US source	Galician target	Explanation
The document is too large. Document too large.	O documento é demasiado grande.	Be consistent in your usage of the verb to be. Use verb phrases to translate complete sentences.
Access was denied. Access denied.	Denegouse o acceso.	In complete sentences, use verbs and the same tense as in the source string. Remember to use active constructions when possible.

en-US source	Galician target	Explanation
The file '%s' is an unknown graphics format.	O ficheiro '%s' ten un formato de gráficas descoñecido.	Rephrase is with have if necessary to produce an appropriate translation.
The application may attempt to convert the graphic.	A aplicación pode intentar converter a gráfica.	May + verb can be translated as pode + verb.
A problem occurred while trying to connect to the network share '%1!s!'.	Produciuse un problema ao intentar conectar co compartimento de rede %1!s!'.	Shorten and rephrase if necessary to Produciuse un problema ao conectarse...
The following error occurred: '%1!s!' (error # %2!lx!)	Produciuse o seguinte erro: '%1!s!' (erro # %2!lx!)	You may need to shorten this construction—for example, Erro: '%1!s!' (erro # %2!lx!).
An unknown error has occurred./ No error occurred.	Produciuse un erro descoñecido. / Non se produciu ningún erro.	You may need to shorten this construction in incomplete sentences—for example, Erro descoñecido. / Sen erros

Make sure you specify the object when using transitive verbs, to avoid incorrect grammar in Galician:

en-US source	Incorrect Galician target	Correct Galician target
Correct the problem and try again.	Corrixe o problema e tenta de novo.	Corrixe o problema e téntao de novo.
Try Again	Tenta novamente	Téntao novamente

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.

Examples:

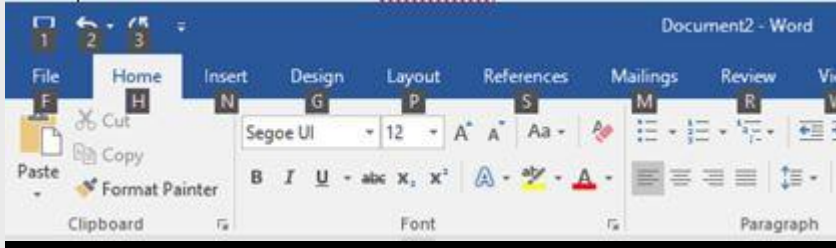
New

Cancel

Options

Keyboard shortcuts special options	Usage: Is it allowed?	Notes
"Slim characters," such as l, l, t, r, and f can be used as keyboard shortcuts	Yes	Slim characters are allowed, though they aren't recommended because they might be hard to see.
Characters with downstrokes, such as g, j, y, p, and q can be used as keyboard shortcuts	Yes	Slim characters are allowed, though they aren't recommended because they might be hard to see.
Extended characters can be used as keyboard shortcuts	No	Extended characters were allowed in previous versions of this style guide. But we recommend that you don't use them because users will need two key strokes for most of them (except for "ñ") and only single strokes are allowed.
An additional letter, appearing between brackets after the item name, can be used as a keyboard shortcut	No	
A number, appearing between brackets after the item name, can be used as a keyboard shortcut	No	
A punctuation sign, appearing between brackets after the item name, can be used as a keyboard shortcut	No	
Duplicate keyboard shortcuts are allowed when no other character is available	Yes	This should be the last choice. Also consider rewording the string to avoid duplication.
No keyboard shortcut is assigned when no more characters are available (minor options only)	Yes	

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

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

Additional notes

The following table lists the keyboard shortcuts that are permissible in Galician. Note that only single-stroke characters can be used. If there are no single-stroke characters in your language, or not enough of them, indicate whether US English characters can be used instead.

Keyboard shortcuts character	Preferred or allowed	Case-sensitive
A	Preferred	False
E	Preferred	False
O	Preferred	False
U	Preferred	False
B	Preferred	False
C	Preferred	False
D	Preferred	False
H	Preferred	False
M	Preferred	False
N	Preferred	False
S	Preferred	False
V	Preferred	False
X	Preferred	False
Z	Preferred	False
F	Allowed	True
G	Allowed	True
I	Allowed	True
L	Allowed	True
P	Allowed	True
Q	Allowed	True
R	Allowed	True
T	Allowed	True

A general recommendation is to assign the keyboard shortcuts more toward the left of the word in the strings that appear higher up in the dialog box, so this can move on to the left. For instance, if there are two buttons Explorar with keyboard shortcuts in the same dialog box, the one appearing higher up should be &Explorar and the one below E&xplorar.

When possible, standardize the keyboard shortcuts. In previous software versions, you could find different keyboard shortcuts used for common instructions, which makes it difficult for the user to memorize them. Check which keyboard shortcuts can be assigned uniquely to common instructions, and use them consistently.

English example	Example of inconsistency
Right	Dereita <u>D</u> ereita
Delete`D	Eliminar`A Eliminar`D Eliminar`E Eliminar`L Eliminar`M

5.4.4 Keys

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

In Galician, we normally refer to the keys by their name only (for example, CTRL rather than a tecla CTRL), unless otherwise needed for clarity.

Key names are written in uppercase when they're abbreviated (MAIÚS, IMPR PANT, RE PÁX). When key names are spelled out in full (such as Barra espazadora, Pausa, Retroceso), only the first letter is capitalized.

Key names

English example	Galician example
Alt	ALT
Alt GR	ALT GR

English example	Galician example
Backspace	Retroceso
Break	INTER
Caps lock	BLOQ MAIÚS
Clear	CLR (not supported in Galician keyboards)
Command (Macintosh)	Comando
Ctrl	CTRL
Del	SUPR
Delete (Macintosh)	SUPR
Down arrow	Frecha cara abaixo
End	Fin
Enter	INTRO
Esc	ESC
F1-F12	F1-F12
Home	Inicio
Ins	Inserir
Insert	Inserir
Left arrow	Frecha cara á esquerda
Numpad enter	INTRO do teclado numérico
Num lock	BLOQ NÚM
Numpad +	Tecla + do teclado numérico
Numpad -	Tecla - do teclado numérico
Numpad *	Tecla * do teclado numérico
Numpad /	Tecla / do teclado numérico

English example	Galician example
Numpad 0-9	Teclas 0-9 do teclado numérico
Option (Macintosh)	Opción
Page down	AV PÁX
Page up	RE PÁX
Pause	Pausa
Print screen	IMP PANT
Return (Macintosh)	Retroceso
Right arrow	Frecha cara á dereita
Scroll lock	BLOQ DESPR
Shift	MAIÚS
Spacebar	Barra espazadora
Sys RQ	PET SIS
Tab	TAB
Up arrow	Frecha cara arriba
Windows key	Tecla de Windows
Menu key	Tecla Menú

5.4.5 Numeric keypad

Avoid distinguishing keys on the numeric keypad from other keys, unless it's required because the software makes that distinction. If it isn't obvious which keys the user needs to press, provide the necessary explanation

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. Access keys can be used only

when available on the screen, whereas shortcut keys can be used even when they aren't accessible on the screen.

Standard shortcut keys

US command	US English shortcut key	Galician command	Galician shortcut key
General Windows shortcut keys			
Help window	F1	Ventá de axuda	F1
Context-sensitive Help	Shift+F1	Axuda contextual	MAIÚS+F1
Display pop-up menu	Shift+F10	Amosar menú emerxente	MAIÚS+F10
Cancel	Esc	Cancelar	ESC
Activate/deactivate menu bar mode	F10	Activar\desactivar o modo de barra de menú	F10
Switch to the next primary application	Alt+Tab	Pasar á seguinte aplicación principal	ALT+TAB
Display next window	Alt+Esc	Amosar a ventá seguinte	ALT+ESC
Display pop-up menu for the window	Alt+Spacebar	Amosar menú emerxente para a ventá	ALT+Barra espazadora
Display pop-up menu for the active child window	Alt+-	Amosar menú emerxente para a ventá secundaria activa	ALT+-
Display property sheet for current selection	Alt+Enter	Amosar a folia de propiedades para a selección actual	ALT+INTRO
Close active application window	Alt+F4	Pechar a ventá de aplicación activa	ALT+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Pasar á seguinte ventá de aplicación	ALT+F6

Capture active window image to the clipboard	Alt+Prnt Scrn	Copiar a imaxe da ventá activa ao portapapeis	ALT+IMPR PANT
Capture desktop image to the clipboard	Prnt Scrn	Copiar a imaxe do escritorio ao portapapeis	IMPR PANT
Access Start button in taskbar	Ctrl+Esc	Acceder ao botón Inicio na barra de tarefas	CTRL+ESC
Display next child window	Ctrl+F6	Amosar a seguinte ventá secundaria	CTRL+F6
Display next tabbed pane	Ctrl+Tab	Amosar o seguinte panel con separadores	CTRL+TAB
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Iniciar o Xestor de tarefas e inicialización do sistema	CTRL+MAIÚS+ESC
File menu			
File New	Ctrl+N	Ficheiro Novo	CTRL+N
File Open	Ctrl+O	Ficheiro Abrir	CTRL+A
File Close	Ctrl+F4	Ficheiro Pechar	CTRL+F4
File Save	Ctrl+S	Ficheiro Gardar	CTRL+G
File Save as	F12	Ficheiro Gardar como	F12
File Print Preview	Ctrl+F2	Ficheiro Previsualizar	CTRL+F2
File Print	Ctrl+P	Ficheiro Imprimir	CTRL+P
File Exit	Alt+F4	Ficheiro Saír	ALT+F4
Edit menu			
Edit Undo	Ctrl+Z	Editar Desfacer	CTRL+Z ou ALT+Retroseso
Edit Repeat	Ctrl+Y	Editar Repetir	CTRL+Y ou F4
Edit Cut	Ctrl+X	Editar Cortar	CTRL+X

Edit Copy	Ctrl+C	Editar Copiar	CTRL+C
Edit Paste	Ctrl+V	Editar Pegar	CTRL+V
Edit Delete	Ctrl+Backspace	Editar Eliminar	CTRL+Retroceso
Edit Select All	Ctrl+A	Editar Seleccionar todo	CTRL+E
Edit Find	Ctrl+F	Editar Buscar	CTRL+B
Edit Replace	Ctrl+H	Editar Substituír	CTRL+L
Edit Go To	Ctrl+G	Editar Ir a	CTRL+I
Help menu			
Help	F1	Axuda	F1
Font format			
Italic	Ctrl+I	Cursiva	CTRL+K
Bold	Ctrl+B	Negra	CTRL+I
Underlined/word underline	Ctrl+U	Subliñado\Subliñado de palabra	CTRL+S
Large caps	Ctrl+Shift+A	Maiúsculas	CTRL+MAIÚS+A
Small caps	Ctrl+Shift+K	Versaletas	CTRL+MAIÚS+L
Paragraph format			
Centered	Ctrl+E	Centrado	CTRL+T
Left aligned	Ctrl+L	Aliñado á esquerda	CTRL+Q
Right aligned	Ctrl+R	Aliñado á dereita	CTRL+D
Justified	Ctrl+J	Xustificado	CTRL+J

5.5 Voice video considerations

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


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

Successful techniques for voicing video content

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

5.5.1 English pronunciation

Generally speaking, English terms and product names that are left unlocalized in the target material should be pronounced as English words. However, if the original pronunciation sounds very awkward in Galician, pronunciation can be adapted. For example, the English name Microsoft ['maikrosoft], which is pronounced [mikro'soft] in Galician.

Example	Phonetics
Skype	[es'kaip] 

Acronyms and abbreviations

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

Example	Phonetics	Comment
RADIUS	['raðjus]	Pronounced as a word in the target language
RAS	['ras]	Pronounced as a word in the target language
ISA	['isa]	Pronounced as a word in the target language
LAN	['lan]	Pronounced as a word in the target language

Other abbreviations are pronounced letter by letter.

Example	Phonetics	Comment
IP	['i 'pe]	Pronounced letter by letter in the target language
XML	[[ʃe eme ele]	Pronounced letter by letter in the target language
HTML	['atʃ] e 'te 'eme 'ele]	Pronounced letter by letter in the target language

URLs

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

"www" should be pronounced as ['uβe'ðoβre 'uβe'ðoβre 'uβe'ðoβre].

The "dot" should be omitted, but can also be read aloud. If it's read aloud, it must be pronounced the Galician way, as ['punto].

Punctuation marks

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

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

Special characters

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

5.5.2 Tone

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

The Exchange tone is different for its two audiences. When tone is used appropriately, the language will feel and sound natural. Use contemporary, up-to-date style and terminology.

- End users: Avoid using technical language whenever possible, and substitute everyday words. Note in the following example that set up is correct for end users; configure is used for more technical audiences.

Source classic voice sample	Source modern voice sample	gl-ES modern voice sample
To confirm that call forwarding has been correctly configured, press the Call button, and then wait until a confirmation message appears on your phone.	Press the Call button and then watch the screen on your phone for a confirmation message that lets you know call forwarding has been set up correctly.	Preme o botón Chamar e, a seguir, mira no teu teléfono se aparece a mensaxe de confirmación que che indica se se configurou correctamente o desvío de chamadas.

- IT generalists: Use technical terms where necessary, but avoid a stiff, mechanical tone.

Source classic voice sample	Source modern voice sample	gl-ES modern voice sample
Inbox rules allow you to control the flow of email messages in your organization. If you don't want a rule to execute, delete it.	Use rules to control the flow of email messages in your organization. If you don't want a rule to run, you can turn it off or delete it.	Usa as regras para controlar o fluxo das mensaxes na túa organización. Se non queres usar unha regra, podes desactivala ou borrarla.
A remote PowerShell '%1' call for type '%2' threw an unhandled exception: %n%3	An error occurred in response to a remote PowerShell '%1' call for type '%2': %n%3	Produciuse un erro ao dar unha resposta a unha chamada de PowerShell remota para o tipo '%2': %n%3

Avoid using overly colloquial language; try to maintain a professional tone.

The following is a list of terms that should be the **same** for end users and IT generalists.

Instead of this	Use this	Correct word in gl-ES
attempt	try	tentar
as well as	also, too	tamén

halt	stop	deter
image	picture	imaxe
locate	find	atopar
modify	change	cambiar
obtain	get	obter
purchase	buy	comprar
resolve	fix	solucionar, arranxar
refer to	see	ver
subsequent	next	seguinte
utilize	use	usar

The following is a list of terms that should be **different** for end users and IT generalists.

For IT generalists, use	For end users, use	gl-ES Comment
disable	turn off	IT: desactivar General: apagar / desactivar
enable	turn on	IT: activar General: acender / activar
value	number, letter, word	IT: valor General: número, letra, palabra

5.5.3 Video voice checklist

Topic and script

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

Title

- Includes the intent
- Includes keywords for search

Intro: 10 seconds to set up the issue

- Put the problem into a relatable context.

Action and sound

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

Visuals

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

Ending

- Recaps are unnecessary