Kiswahili Style Guide

Contents

What's New?

Last Updated: February 2011

New Topics

The following topics were added:

- N/A

Updated Topics

The following topics were updated:

- N/A

Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.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

About This Style Guide

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

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

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

Scope of This Document

This Style Guide is intended for the localization professional working on Microsoft products. It is not intended to be a comprehensive coverage of all localization practices, but to highlight areas where Microsoft has preference or deviates from standard practices for Kiswahili localization.

Style Guide Conventions

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

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

References to interface elements really only refer to translatable texts associated with those interface elements.

Example translations in this document are only intended to illustrate the point in question. They are not a source of approved terminology. Microsoft Language Portal can be used as reference for approved terminology.

Sample Text

Kezilahabi na Mulokozi ni miongoni mwa washairi wa kisasa wa Kiswahili ambao wamepata kutunga mashairi bora ya kimamboleo. Hata hivyo, uchanganuzi wa mtindo wa mashairi yao ni haba. Jambo hili halishangazi kamwe kwa kuwa mtindo mara nyingi ni kipengele kisichoshughulikiwa kabisa au kinachoshughulikiwa kwa kuguswaguswa juujuu tu katika uchanganuzi wa fasihi ya Kiswahili. Katika uchunguzi huu nimechagua kushughulikia kipengele kimoja tu katika mashairi machache tu ya washairi hawa: *sitiari*. Kipengele hiki kimechaguliwa kwa sababu mbili kubwa. Sababu ya kwanza ni kwamba mmoja wa washairi hawa, Kezilahabi, amewahi kutamka waziwazi kuwa jambo analojali katika sanaa ya ushairi ni "utumiaji wa picha au taswira" (KICHOMI, uk. xiv). Kauli hii ni nzito kisanaa [1]; na kazi ya mchunguzi ni kuitafiti na kuona kama inajidhihirisha katika ushairi wake, na inajidhihirishaje. Sitiari ni kipengele cha taswira; upekuzi wetu wa mwanzo umeonesha kuwa washairi hawa wamekitumia kwa wingi katika baadhi ya mashairi yao; kwa hiyo tumeona kuwa uchunguzi wa kipengele hiki utatoa mchango katika kuielewa fani ya washairi hawa. Sababu ya pili ni kwamba sitiari ni kipengele kilicho na uzito sana kifani katika ushairi na fasihi kwa jumla (taz. Richards 1936; Lewis, 1947; Ullmann 1964) na kwa hiyo kinastahili kuchanganuliwa kama vipengele vyovyote muhimu vya kifasihi. Kwa hiyo jambo la msingi linalochunguzwa hapa ni kama *sitiari ni mbinu ya msingi inayotumiwa na Kezilahabi na Mulokozi katika kuchanuza maana katika baadhi ya mashairi yao*. Kuhusu kwa nini nimechagua kuchunguza washairi wawili badala ya mmoja, sababu kubwa ni moja: kulinganisha sitiari za washairi ili kubainisha tofauti za kimtindo baina yao.

[1]Kuifanya taswira kuwa 'kanuni ya msingi ya kiujumi' katika ushairi si jambo geni. Washairi na wahakiki wengi wameshatamka hivyo; kwa mfano, Proust aliamini kwamba"ni sitiari tu iwezayo kuupa mtindo namna fulani ya umilele", na Ezra Pound alitamka kuwa "ni bora kutunga taswira moja katika maisha yako yote kuliko kutunga majuzuu" (taz. Ullmann 1964: 174-5).

==============================

Address: Kanku Gambire
P.O. Box 35040,
Dar es Salaam
+255 22 2410396

Imetungwa tarehe 12/11/2004, saa 5:00 asubuhi.
(This text is from a draft unpublished paper written by K. Kahigi)

Recommended Reference Material

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

Normative References

This section does not apply to Kiswahili.

Informative References

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

- *Kamusi ya Kiswahili Sanifu*, 2004, Oxford and TUKI (2nd Edn).
- *Sarufi-Maumbo ya Kiswahili Sanifu,* 2000, TUKI.
- *Sarufi-Miundo ya Kiswahili Sanifu,* 2000, TUKI.
- *Fonolojia ya Kiswahili Sanifu,* 2004, TUKI.
- *Kamusi ya Kiswahili Sanifu*, Toleo la 2, 2004, Oxford na TUKI.
- *Kiswahili Grammar*, 1947, Longman (Ashton).
- *English-Kiswahili Dictionary*, 2000, TUKI (2nd Edn).
- *Primary Technical Dictionary-English-Kiswahili*, 1987, IPI & GTZ.
- *Mwongozo kwa Waandishi wa Kiswahili Sanifu*, 1994, BAKITA.
- *Kiswahili Learners' Reference Grammar, 2001,* NALRC (Thompson)
- *Mwana Simba Online Kiswahili Grammar,* http://mwanasimba.online.fr/E_TABLE.htm
- *Internet Living Kiswahili Dictionary,* http://www.kamusi.org/

Language Specific Conventions

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

Country/Region Standards

Characters

Country/region	Tanzania
Lower-case characters	a, b, ch, d, e, f, g, h, i, j, k, l, m, n, ng', o, p, r, s, t, u, v, w, y, z
Upper-case characters	A, B, CH, D, E, F, G, H, I, J, K, L, M, N, NG', O, P, R, S, T, U, V, W, Y, Z
Characters in caseless scripts	n/a
Extended Latin characters	n/a
Note on alphabetical order	The double characters ch normally comes after b, while ng' comes between ne and ni as though the apostrophe did not exist. Alphabetical order is not necessarily indicative of sorting order.
Total number of characters	25
Unicode codes	a 97 A 65 b 98 B 66 ch 99+104 CH 67+72 d 100 D 68 e 101 E 69 f 102 F 70 g 103 G 71 h 104 H 72

Country/region	Tanzania
	i 105
	I 73
	j 106
	J 74
	k 107
	K 75
	l 108
	L 76
	m 109
	M 77
	n 110
	N 78
	ng' 110+103+146
	NG'78+71+146
	o 111
	O 79
	p 112
	P 80
	r 114
	R 82
	s 115
	S 83
	t 116
	T 84
	u 117
	U 85
	v 118
	V 86
	w 119
	W 87
	x 120
	X 88
	y 121
	Y 89

Country/region	Tanzania
	z 122 Z 90
Notes	n/a

Date

Country/region	Tanzania
Calendar/Era	Gregorian Calendar/Christian Era
First Day of the Week	Monday
First Week of the Year	First Week of January
Separator	Slash
Default Short Date Format	dd/MM/yy
Example	17/03/11
Default Long Date Format	dd MMMM, yyyy
Example	17 Machi, 2011
Additional Short Date Format 1	dd.MM.yy
Example	17.03.11
Additional Short Date Format 2	dd-MM-yy
Example	17-03-11
Additional Long Date Format 1	n/a
Example	n/a
Additional Long Date Format 2	n/a
Example	n/a
Leading Zero in Day Field for Short Date Format	Yes

Country/region	Tanzania
Leading Zero in Month Field for Short Date Format	Yes
No. of digits for year for Short Day Format	2
Leading Zero in Day Field for Long Date Format	Yes
Leading Zero in Month Field for Long Date Format	n/a
Number of digits for year for Long Day Format	4
Date Format for Correspondence	dd MMMM, yyyy
Example	17 Machi, 2011
Notes	**n/a**
Abbreviations in Format Codes	**d** is for day, number of d's indicates the format (d = digits without leading zero, dd = digits with leading zero, ddd = the abbreviated day name, dddd = full day name) **M** is for month, number of M's gives number of digits. (M = digits without leading zero, MM = digits with leading zero, MMM = the abbreviated name, MMMM = full name) **y** is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)

Time

Country/region	Tanzania
24 hour format	No
Standard time format	HH:mm:ss
Standard time format example	03:24:12
Time separator	Colon :
Time separator examples	03:24:12
Hours leading zero	Yes

Country/region	Tanzania
Hours leading zero example	03:24:12
String for AM designator	n/a
String for PM designator	n/a
Notes	Kiswahili time is counted differently from the am/pm system used in Europe and the US. However, computer systems have not yet been designed that correctly localize time for the East African market. Therefore, computer users currently use the am/pm system when they are interacting with technological components.

Days

Country/region: Tanzania

Day	Normal Form	Abbreviation
Monday	Jumatatu	Jtt
Tuesday	Jumanne	Jnn
Wednesday	Jumatano	Jtn
Thursday	Alhamisi	Alh
Friday	Ijumaa	Ijm
Saturday	Jumamosi	Jms
Sunday	Jumapili	Jpl

First Day of Week: Jumatatu
Is first letter capitalized?: Yes
Notes: n/a

Months

Country/region: Tanzania, Kenya

Month	Full Form	Abbreviated Form	Long Date Form
January	Januari	Jan	Januari
February	Februari	Feb	Februari
March	Machi	Mac	Machi

Month	Full Form	Abbreviated Form	Long Date Form
April	Aprili	Apr	Aprili
May	Mei	Mei	Mei
June	Juni	Juni	Juni
July	Julai	Jul	Julai
August	Agosti	Ago	Agosti
September	Septemba	Sep	Septemba
October	Oktoba	Okt	Oktoba
November	Novemba	Nov	Novemba
December	Disemba	Dis	Disemba

Is first letter capitalized?: Yes

Notes: n/a apple

Numbers

Digits or letters?

Use digits when writing numbers in reference to headlines, sections, figures and pages.

- sura ya 9
- sehemu ya 3
- mfano wa 1

If digits are used on screen, they should be used in documentation as well.

- waraka wa 2
- kanuni ya 8
- safuwima 30

Use digits in measurements and times, percentages, currency amounts and street numbers.

- tani 3.5
- Kb 360
- kuanzia saa 16.30 hadi 17.00
- dakika 60
- Mtaa mkuu 8

Otherwise, follow this rule:

Use letters for:

- numbers between 0 and 20
- tens and hundreds

Use digits for:

- Numbers above 20
- In coordinated phrases where one part has digits

Examples:

Nyaraka nne za mwisho ulizozishughulikia zimeonyeshwa chini ya menyu.

Lohokazi ni gridi ya mstatili yenye safuwima 256 na mistari 16 384.

Idadi ya vipengele inaweza kutofautiana kati ya 2 na 99.

Phone Numbers

Tanzania

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Tanzania	+ 255	Yes	2 (fixed lines) or 3 (mobile numbers)	Space	9 (fixed lines) or 10 (mobile numbers)	(0##) #######
Country/ region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Tanzania	7	#######	10	(0###) ######	14	+255 ### ## ######

Notes: Offices frequently have several numbers in sequence, which they indicate with a slash to show the possible final numbers, e.g.: 21-555-0001/2/3/4

Addresses

Country/region: Tanzania

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

Address Format:

1. [Title/Honorific] FirstName LastName

2. [CompanyName]

3. Address1

4. [Address2]

5. [CountryCode-] PostalCode City

6. [Country]

Example Address:

Bw. Makoye Maganga
 Chuo Kikuu cha Dar Esalam
S.L.P. 35091
Mlimani, Ubungo
Dar es Salaam,

Tanzania.

Local Postal Code Format: Other than Kenya, other East African countries do not use Postal Codes or Zipcodes. SLP (or S.L.P.) is an addressee's Post Office Box number. For Kenya, the postal code is for the particular post office that a give Post Office Box number belongs to. It is therefore very important to know it and include it.

Example:

Bw. Makoye Maganga
 Chuo Kikuu cha Nairobi
S.L.P. 35091-00200
General Post Office
Nairobi,

Kenya.

Notes: Country Code usage details. Tanzania's Country Code (i.e. 255), like that of other African countries, is used for telephone communication only.

Currency

Country/region	Tanzania
Currency Name	Tanzanian Shillings
Currency Symbol	Tshs.
Currency Symbol Position	Symbol comes before the value e.g. Tshs.2,000.50.
Positive Currency Format	+ 000.00
Negative Sign Symbol	-Tshs.

Negative Currency Format	- 000.00
Decimal Symbol	.
Number of Digits after Decimal	1 when describing millions such as 1.2 million and 2 when describing cents. i.e. 2,000.50 to mean two thousand and 50 cents.
Digit Grouping Symbol	comma
Number of Digits in Digit Grouping	3
Positive Currency Example	+ Tshs. 100.56
Negative Currency Example	- Tshs. 100.56
ISO Currency Code	S
Currency Subunit Name	cent
Currency Subunit Symbol	Ctc.
Currency Subunit Example	0.50 Ctc.

Note: When written in words the currency names last. E.g. Two thousand and fifty cents Tanzanian shillings.

Digit Groups

Country/region: Tanzania

Decimal Separator: .

Decimal Separator Description: Full stop

Decimal Separator Example: 3.5; Tshs. 200.50

Thousand Separator: ,

Thousand Separator Description: Comma

Thousand Separator Example: 1,200,500

Notes: n/a

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	Kilomita	Km
	Meter	Mita	M

Category	English	Translation	Abbreviation
	Decimeter	Desimita	Dm
	Centimeter	Sentimita	Sm
	Millimeter	Milimita	Mm
Capacity	Hectoliter	Hektolita	Hl
	Liter	Lita	L
	Deciliter	Desilita	Dl
	Centiliter	Sentilita	sl
	Milliliter	Mililita	ml
Mass	Ton	Tani	t
	Kilogram	Kilogramu	kg
	Pound	Ratili	rtl
	Gram	Gramu	g
	Decigram	Desigramu	dg
	Centigram	Sentigramu	sg
	Milligram	Miligramu	mg
English Units of Measurement	Inch	Inchi	In
	Feet	Futi	Ft
	Mile	Maili	ma
	Gallon	Galoni	ga

Notes: n/a

Percentages

Written and described just as in US English.

Sorting

Sorting rules	1. Capital letters and lowercase letters are equal. No distinction is made between them. 2. The double characters ch, and ng', sort after b and ng, respectively. The nasal-consonant clusters mb, nd, nj, ng sort under the single nasals m and n. 3. Non-alphabetical characters (i.e. symbols like @ ! #) sort before the letters of the alphabet.

	4. Digits sort after the non-alphabetical characters and before the letters of the alphabet.
Character sorting order	Sorting order in Kiswahili: a 0097 A 0065 b 0098 B 0066 ch 0099+0104 CH 0067+0072 d 0100 D 0068 e 0101 E 0069 f 0102 F 0070 g 0103 G 0071 h 0104 H 0072 i 0105 I 0073 j 0106 J 0074 k 0107 K 0075 l 0108 L 0076 m 0109 M 0077 n 0110 N 0078 ng' n/a NG'n/a o 0111 O 0079 p 0112

	P 0080
	r 0114
	R 0082
	s 0115
	S 0083
	t 0116
	T 0084
	u 0117
	U 0085
	v 0118
	V 0086
	w 0119
	W 0087
	x 0120
	X 0088
	y 0121
	Y 0089
	z 0122
	Z 0090
Examples of sorted words	@ 1 abadi acha ada baina CHAKITA Chama cha Mapinduzi daima eneo faida gani ghali hotuba imara Jumatatu Kenya Lamu mbinu

	mwalimu
	neno
	ng'ombe
	Noeli
	ofisi
	tembo
	walimu
	zoezi

Geopolitical Concerns

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

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

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

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

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

Grammar, Syntax & Orthographic Conventions

Adjectives

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

In Kiswahili an adjective should agree with noun class. For example: Mtu **mrefu** ameanguka. (A tall person has fallen.) Notice that in English, the adjective does not change when the noun changes but in Kiswahili it does. The stem is – refu and after you add the prefix of the noun class.

Possessive adjectives

The frequent use of possessives is a feature of English language. However in Kiswahili, possessive adjectives are handled differently. Possessive pronouns in Kiswahili are used without the nouns but when used with the nouns they become possessive adjectives.e.g. *Yangu ni hii* (this is mine) Yangu is a possessive pronoun here, *Nguo yangu ni hii*(this is my dress) Yangu is a possessive adjective.

Articles

This section does not apply to Kiswhili.

Capitalization

If the first word in the English source string is capitalized, the corresponding first word in Kiswahili is also capitalized. If the word in the English source string is not capitalized, the corresponding first word in Kiswahili should also not be capitalized.

Some strings are concatenated "at run-time" and you will occasionally find strings that seem to lack a subject or simply start in the middle. Be careful not to start such strings with an upper-case letter, unless the spelling rules of your language require it.

Example of a string:

is trying to connect to this computer. If you allow, you will be disconnected, but you can resume later. Do you want to allow this connection?\r\n

Some debate exists within the Kiswahili community about whether to capitalize the names of languages and national or ethnic groups at the beginning ("Kiswahili," "Waswahili") or after the prefix ("kiSwahili," "waSwahili"). However, the consensus among experts and national language bodies is to capitalize all such proper nouns at the *beginning* of the word: Kiswahili, Waswahili, Mswahili, and Uswahilini. You should avoid using capital letters in the middle of proper nouns for languages, people, or places.

English example	Kiswahili example
unknown software exception\r\n	(+) tatizo lisilojulikana la programu\r\n
Completed	(+) Imekamilishwa
Log off user	(+) Ondoa mtumiaji
Edit...	(+) Hariri…

Many more nouns and verbs are capitalized in the English source string than would normally be expected. You should not try to mimic the capitalization in the source strings, but use your knowledge of the spelling conventions of Kiswahili to decide which words in a string to capitalize and which to leave lower-case. Over-capitalization is awkward and leads to inconsistencies in the UI.

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

Compounds

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

Noun and verb compounds are a frequent word formation strategy in English. Product user interfaces, online help, and documentation contain a number of such examples. However, not all languages use compounding to create complex word meanings.

Kiswahili makes frequent use of compounds. However, you should avoid making up new compound terms, unless the meaning is obvious, because end users will usually not have an easy way to disentangle the invented phrase. You should certainly leave spaces between the words that make up a compound, and the use of "-a" (wa/ cha/ la/ za/ ya, etc) will often clarify the meaning of the new term.

Example: (+) akaunti ya barua pepe (e-mail account).

      (-) akaunti barua pepe

      (-) akaunti baruapepe

      (-) akauntibaruapepe

Generally, compounds should be understandable and clear to the user. Overly long or complex compounds should be avoided by verbally expressing the relationship among the various compound components. Keep in mind that unintuitive compounds are ultimately an intelligibility and usability issue.

English examples	Kiswahili example
Internet Accounts	(+) Akaunti za Wavuti
Logon script processing	(+) Uchakataji wa hati ya kuingia
Workgroup Administrator	(+) Msimamizi wa kikundikazi
File Transfer Protocol	(+) Itifaki ya Utumiaji Mafaili

Gender

In Kiswahili, gender is most often never specified. . In a sentence such as "Mwanafunzi wa darasa hilo alisherekea," you have no linguistic clues as to the gender of the student (mwanafunzi).

Only a few verbs in Kiswahili are gender specific. If you need to mention marriage, use a variant of "kufunga ndoa" to indicate that someone is married, rather than "kuoa" (male) or "kuolewa" (female). The other gender-specific verbs involve sexual situations.

Kiswahili does not distinguish gender for nouns, except for pairs that are explicitly about gender: "man/woman", "boy/girl" *mvulana/msichana*, "sister/brother" dada/kaka, etc.

Genitive

Is used in grammatical contexts to denote special word categories. It is used in formation of compound terms through formation of conjunctions. Nouns can be modified by other nouns or other categories. There is prototypically a head word that comes before the connector and another one following.

Convention 1 Product Names

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

Do not use (the English) apostrophe for Kiswahili genitive forms! Example: Tom's computer + Kompyuta ya Tom

Convention 2 Genitive connector

Long terms can be achieved through the use of these genitive connectors. Commonly used connectors in Kiswahili take the form -a. Examples:

(+) Ombi la kuongeza mwasiliani

(+) Kidole cha gumba

Example of a chain formed through compounding by conjunction by use of genitive connector:

(+) Faili ya KitabuKazi cha Windows

Modifiers

This section does not apply to Kiswahili.

Nouns

General considerations

Many languages differentiate between different noun classes based on features such as animacy, shape, gender, and so on. English loan words must be integrated into the Kiswahili noun class system. When faced with an English loan word not previously used in Microsoft products, consider the following options:

- **Motivation**: Does the English word have any formally motivated features that would allow a straightforward integration into the Kiswahili noun class system?

- **Analogy**: Is there an equivalent Kiswahili term that could be used to justify the noun class the noun gets assigned to?
- **Frequency**: Is the term used in other technical documentation? If so, what noun class is it assigned to most often? The Internet may be a helpful reference here.

If the choice of noun class is left up to you, ensure that you provide consistent translations within the Microsoft product. Please consult with your translation team lead and team members to decide what noun class to assign. Most direct loan words from English fall into the 9/10 (n or i/zi) noun class, although plenty of contradictory examples exist, such as faili/ mafaili, which is 5/6 (ji/ma or li/ya). Terms such as "kirusi" that are prefixed with a "ki" in the singular will usually belong to class 7/8 (ki/vi), although very few loan words will take this prefix.

Example:

English example	Kiswahili example
Delete it from server.	(+) Futa kutoka server.
Enter a password to log into the server	(+) Andika nywila kuingia kwenye server
DNS cannot resolve the server IP address	(+) DNS hawezi kutambulisha anwani ya IP ya server
Verify the name of the server's certificate	(+) Thibitisha jina la cheti cha server

Inflection

The examples below show how English loanwords inflect for number in Kiswahili.

Example:

English example	Kiswahili example
Radios	(+) Redio
Records	(+) Rekodi
Videos	(+) Video
Disks	(+) Diski
Files	(+) Mafaili

Plural Formation

Kiswahili Plurals are grammatical numbers that refer to more than one of the referent in day to day life.

In Kiswahili, to form the plural of nouns and adjectives depends on the noun class. Kiswahili nouns are divided into 11 classes that generally follow the syntax rules. For most nouns, the prefix before the root tells whether it's in singular or plural. However, there are some nouns that don't change in their structure- the change is realized in the syntax. For example we have the noun class of all the nouns that have life- mostly human beings. E.g. Mtu (singular person) watu (plural for people). This class is called M-WA. In this class many nouns have prefix m- in the singular and wa- in the plural. However there are very many irregular nouns that don't follow this rule. E.g. Rafiki (friend) Daktari (doctor)

Prepositions

Pay attention to the correct use of the preposition in translations. Influenced by the English language, many translators omit them or change the word order.

US Expression	Kiswahili Expression	Comment
migrate to	(+) hajirisha katika	
Migrate from	(+) hajirisha kutoka	
import to	(+) leta katika	
import from	(+) leta kutoka	
export to	(+) hamisha katika	
export from	(+) hamisha kutoka	
update to	(+) sahisha kuwa	
upgrade to	(+) pandisha daraja kuwa	
change to	(+) badilisha kuwa	
click on	(+) bofya	
connect to	(+) unganisha na	
welcome to ...	(+) karibu	sometimes "karibu kwenye"

Pronouns

Kiswahili pronouns include personal pronouns (refer to the persons speaking, the persons spoken to, or the persons or things spoken about), indefinite pronouns, relative pronouns (connect parts of sentences) and reciprocal or reflexive pronouns (in which the object of a verb is being acted on by verb's subject).

In Kiswahili, the personal pronouns include; Mimi (I), wewe… (you), yeye… (he/she), sisi… (we), ninyi/nyinyi (you), wao… (they masc/fem.) e.g. mimi hulala (I sleep), wewe hulala (you sleep), yeye hulala (he/she sleeps), ninyi/nyinyi hulala (you sleep), sisi hulala (we sleep),), wao hulala (they sleep).

Punctuation

The use of punctuation marks (commas, full stops, question marks, exclamation marks, colons etc) in Kiswahili is similar to English and should follow the same rules. Punctuate translations in Kiswahili as you would in English.

Comma

Commas can be your best friend during localization. You will sometimes encounter long, complicated English sentences that become even more confusing in Kiswahili. If you cannot break the original string into shorter sentences, which would probably be preferable, you will often find that phrases can be separated logically by commas, into smaller pieces, like this, which are easier to understand.

Colon

Use colons as they are used in English.

Example: → (+) Mfano:

Do not use the colon, however, if the introduction is not a complete sentence and one of the items in the list is needed to complete the thought.

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.

Example: Auto-connect → (+) Unganisha-kiotomatiki

En Dash

The en dash is used as a minus sign, usually with spaces before and after. Example: 10–5 p.m.

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.

Em Dash

The em dash should only be used to emphasize an isolated element or introduce an element that is not essential to the meaning conveyed by the sentence.

Ellipses (Suspension Points)

Term used to describe three periods that are together (...). In English the ellipsis is often used as an indication to show any omitted word or other text. You'll often see an ellipsis in file names and commands on a computer to indicate the full filename or command is not being displayed. For example, a folder could be named "Computer Hope" but displayed as "Compute..." because the file name column is not wide enough to display the full file name.

In computer programming a two (...) or three (...) ellipsis is often used to specify a range.

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

Use the English rules.

Period

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

Example:

English example	Kiswahili example
5.25 cm	(+) sm 5.25
5 x 7.2 inches	(+) inchi 5 x 7.2
Letter Landscape 11 x 8.5 in	(+) Letter kurasa mlalo 11 x 8.5 in

Quotation Marks

Quotation marks are used when referring to something that was said by someone else or something that we are not sure about or a name of something that is in a different language.

In US source strings, you may find software references surrounded by English quotation marks. Please follow the following basic rules for the use of quotation marks in Kiswahili. Use double quotation marks " and " to enclose quotations.

Here is an example from Tanzania's Lete Raha newspaper, 5 March 2010:

(+) "Hatutaki kumuingilia kocha kabisa, ila tutatoa mapendekezo yetu," alisema Dewji na kueleza zaidi, "sio lazima (kocha) ayakubali mapendekezo yetu".

Parentheses

In English, there is no space between the parentheses and the text inside them. Alternatively referred to as the open and close parentheses, the parenthesis is an outward "(" or inward ")" curved line that enable writers to express remarks, used for mathematical order of operation and in programming for grouping, capturing, and other tasks depending on the programming language.

Example:

```
if ($test =~ /[a-zA-z]/) {
print "It works!\n";
Kiswahili Example:
kama ($test =~ /[a-zA-z]/) {
chapa "Inafanya kazi!\n";
```

Singular & Plural

The class of the singular form of a noun normally dictates the modification of the plural.

Example:(+) Kiti **kime**vunjika(the chair is broken).(+)Viti **vime**vunjika (the chairs are broken) this is the class KI-VI. Notice that words that begin with (Ki) in this class are usually singular and they begin with (Vi) in plural. Therefore in Kiswahili it is important to first classify a word into its proper class then you will know how to make it a plural. There however are some exceptions to this rule for words in every class.

Split Infinitive

This section does not apply to Kiswahili.

Subjunctive

This section does not apply to Kiswahili.

Symbols

Kiswahili normally does not use symbols other than the % sign. The # and & symbols common in American texts should be treated as the words "number" and "and", respectively. Logical and mathematical operators are used the same way as in English.

Non-Breaking Spaces

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

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

Mr. Mustermann →   Herr Mustermann

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

Syntax

Syntax and register differ between Kiswahili and English in the following ways:

Consistent syntax helps set users' expectations. Once these expectations are set, users can more quickly parse text that uses consistent syntax. For example, if instructions are always written in the imperative form, users will learn to pay closer attention to imperative sentences.

Sentence style should be short, simple, and complete. Avoid compound sentences, ambiguous sentence structure, and non-standard word order that is difficult to interpret.

In contrast to other Windows products, sentence fragments can be used in Windows Live products and services, if suitable. They create a catchy and more personal tone.

For information on general Kiswahili syntax, please refer to Kiswahili language grammar rules.

Example:

(+) Kwa usaidizi juu ya Hadhi ya Seva, bonyeza mada:

(-) Kwa usaidizi kwenye Hadhi ya Seva, mada bonyeza:

Verbs

A simple root can give rise to tens of millions of different conjugated forms, with innumerable shades of meaning. For example, the verb "soma" (read) gives rise to "somea" (read to), "somesha" (educate), "someka" (be legible), etc. Dozens of affixes for subject, tense, objects, and negativity, all attach to the front of the verb to indicate the who's, when's, and where's. Example:

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

Kiswahili verbs are often given in the stem form in dictionaries. Two examples of verb stems are '*lala*' meaning 'sleep' and '*sema*' meaning speak. Various markers are then added or prefixed to the verb stem to change the meaning. One such prefix is **ku** which is equivalent to the English infinitive or 'to' form of the verb.

So:

ku + verb stem gives the infinitive.

'*kulala*' means to sleep
'*kusema'* meas'to speak'

Verbs in Kiswahili must end in a suffix and this is shown with the verb '*kujua*' meaning to know (verb stem '*jua')*.

ku (verb prefix)
ju (verb stem)
a (suffix)

The suffix isn't always 'a' and verbs of Arabic origin end in 'e', 'i' or 'u'.

Different verb prefixes alter the meaning of the verb in different ways - for example by changing the tense. For example,

me + verb stem gives the idea of a perfect tense.

It is important to be aware that there is not an exact correlation between tenses in English and Kiswahili).

na + verb stem gives the present continuous and an example using the Kiswahili word '*nuana*' meaning to buy is ni**na**nuana.

Word Order

The Kiswahili language has a very wide word order which depends on the tense being used, the noun being described and whether it is a proverb, a phrase or a conjugation. The most common is the noun-adjective or adverb.

Example: (+) Neno ngumu (difficult word).

Style and Tone Considerations

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

Audience

Kiswahili has got the capacity to be both gender specific of non-gender specific depending on the word used. E.g. mtumizi (user), mwanamke (woman), Mvulana (boy). It is important to use general vocabulary that to use gender biased ones in literature that is targeted at a general audience.

Style

There is a no specific writing style in Kiswahili language. But make sure each sentence is as direct and simple as possible, which is easy to understand by general user. Translate your texts clearly and concisely in the target language. Follow the basic rules for technical writing in the target language such as consistency of terminology, correct application of grammatical, syntactical and punctuation rules. And respect cultural and local sensitivity. Create content that does not incorporate slang, jargon, colloquial expressions, or culture-specific metaphors.

Tone

Kiswahili just like English uses different tones to convey different messages or ideas. A formal tone is used to relate to elders or people in positions of power, to show respect. An informal tome is used when addressing peers, children and other people who do not have senior status in the society. For example *Shikamo baba mkubwa* (Hallo uncle), *njoo hapa mtoto wewe* (come here you child).

Therefore in Kiswahili it is best to use a neutral tone that is respectful by using words such as *Tafadhali/naomba* (please).

Voice

Voice refers to how writers speak to their audience.

Point of View

Grammatical point of view refers to the perspective from which a writer is conversing with the audience. In Windows Live, the text speaks directly to users. In Kiswahili, the equivalent for "you" is "wewe", but it is not normally used except for "identification" or emphasis. So when the user is being addressed, the prefixal pronominal element "u" is used, e.g.

English	Translation
You are now connected to the Internet.	(+) Sasa umeunganishwa kwenye Wavuti

Localization Guidelines

This section contains guidelines for localization into Kiswahili.

General Considerations

The language in Microsoft products should have the "Look and Feel" of a product originally written in Kiswahili, using idiomatic syntax and terminology, while at the same time maintaining a high level of terminological consistency, so as to guarantee the maximum user experience and usability for our customers.

Abbreviations

Common Abbreviations

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

Kiswahili has conventional Abbreviations that are known to all as they are the literary approved abbreviations. This will be found in every standard Kiswahili dictionary. However, it is important to remember that while some words may be abbreviated in English, they may not necessarily have an equal abbreviation in Kiswahili therefore it is advised that one infers before use of an abbreviation.

List of common abbreviations:

Expression	Acceptable Abbreviation
kwa mfano	k.m.
na kadhalika	n.k.
Kama vile	k.v.

Don't abbreviate such words as:
- MS
- Am/pm
- OK

Acronyms

Acronyms are words made up of the initial letters of major parts of a compound term. Some well-known examples are WYSIWYG (What You See Is What You Get), OLE (Object Linking and Embedding), or RAM (Random Access Memory). We normally do not localize computer related acronyms.

Localized Acronyms

In UA material, spell out the words on first mention in the text if possible, for example in the section where a feature is described, followed by a translation in parentheses.

Example:
- (+) Vipengee vya Ufikiaji Data (Data Access Objects, DAO)
- (+) Vipengee vya ActiveX (ActiveX Data Objects, ADO)

Specifically for UI material, there is usually not enough space for all three terms (US term, Kiswahili translation, and the acronym); only in wizards, the acronym can easily be spelled out and localized on first mention. If there are space constraints or there is no 'first' occurrence, it is up to the localizers to judge to the best of their knowledge if the acronym can be left as is, or if it should be localized.

The localizer's judgment should also take into account that users of distinct products will also have different levels of knowledge: while for a Kiswahili Exchange user identifying "OU" won't pose any serious problems, the average Kiswahili Windows user would have difficulties in understanding "OU" and prefer "Orodha ya Utumaji barua". Try to be consistent within a product.

Unlocalized Acronyms

Many acronyms are standardized and remain untranslated. They are only followed by their full spelling in English if the acronym needs to be explained to Kiswahili-speaking audiences. In other cases, where the acronym is rather common, adding the fully spelled out form will not add any value but only confuse users. In these cases, the acronym can be used on its own.

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

Applications, Products, and Features

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

Application/product names are never translated unless they have an equivalent in Kiswahili. If not, they are written in a way that suggests that they are from a different language or that they are the names of products or things. For example,*kampuni ya Microsoft* for the trademark Microsoft.

Frequent Errors

Some software names cannot be understood in Kiswahili no matter the amount of translation as the name may be too technical. To further explain or attempt to translate these terms would only confuse the users.
 Example: Close all windows, *Funga madirisha yote.* This translation makes the instruction ambiguous.

Glossaries

The Microsoft terminology database (available via [Microsoft Language Portal](#)) should be the primary reference resource. In case no approved target term is available, please research online resources to gather information on features/functionality descriptions as well as on the terminology already used.

Examples of Microsoft online resources for background information:

- MSDN: http://msdn.microsoft.com/de-de/default.aspx

- TechNet: http://technet.microsoft.com/de-de/default.aspx

- Blogs: There are several Microsoft expert blogs, as well as blogs from Microsoft MVPs available on the Internet, these can be very valuable resources.

Recurring Patterns

This section does not apply to Kiswahili.

Standardized Translations

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

[UI Messages](#)
[Product Names](#)

Unlocalized Items

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

Below please find a list of some UI words that are written the same way in Kiswahili as in English.

Please note that exceptions may apply. For certain products or concepts a different target term might need to be used. Please refer to the Microsoft terminology databases and always verify the respective term in context.

Examples (+)	Examples (+)	Examples (+)	Examples (+)	Examples (+)	Examples (+)
Active Directory	Clip	Element	Layout	Pager	Sound
Active Server Pages	Clip Gallery	E-Mail	Laser	Palette	Standard
Add-In	Cluster	Endnote	Logo	parallel	Status
Add-On	Code	Feature	Manager	Parameter	Suffix
Administrator	Computer	Filter	Megabytes	PivotChart	Support
Anchor	Container	Firewall	Minimum	PivotTable	Symbol
Animation	Cookie	Firmware	minus	Pixel	Syntax
Argument	Copyright	Flag	Modem	Plug-In	System
Array	Cube	Format	Multicast	Popup	Task
Audio	Cursor	Frameset	Multimedia	Position	Test
AutoFormat	Debugger	Gateway	Name	Product ID	Text
AutoText	Definition	Global	Namespace	Product Key	Thesaurus
Banner	Demo	Handshake	Navigation	remote	Timeout
Bit	Designer	Hardware	Newsgroups	Roaming	Timestamp
Bitmap	Desktop	Horizontal	offline	Rollover	Toolbox

Using the Word Microsoft

In English, it is prohibited to use MS as an abbreviation for Microsoft.

Microsoft is also not abbreviated nor translated. It is instead alluded to as a company for example *Kampuni ya Microsoft* (Microsoft), *bidhaa za Microsoft* (Microsoft products).

Software Considerations

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

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

User Interface

Translating UI items can be challenging at times. One of the main difficulties in many cases is the lack of context and information on the exact function of a particular UI item. This topic is intended to give some general guidelines.

Always use all available resources to establish the context for UI items. In EDBs, these could be: the columns Instructions, Resource ID, String ID, sometimes also Previous Source and Term Note.

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Translation of Menus, Commands and Buttons

When translating menus, commands, and buttons, you should translate a verb as a verb (infinitive form), unless there is a good reason not to do so. Always try to establish whether a word is a noun or a verb, using all available context and material.

Example:

- Manage Add-ons
- (+) Simamia Vifaa vya ziada

- Set Query
- (+) Seti Ulizo

Translation of Checkboxes and Radio Buttons

The text for checkboxes and radio buttons does not typically address the user directly.

Example:

- Confirm file format conversion on open
- (+) Thibitisha ugeuzaji umbizo la faili unapofungua

Punctuation in the source text often indicates whether a string is to be interpreted as a full sentence, but unfortunately this is not always the case. As a general rule, checkboxes and radio buttons receive no period at the end. If the period is there in the source text and if the string is a complete sentence, the localized string should also end with a period. A period is also advised if the target string is a complete and complex or long sentence (full sentence with sub-clauses or stretching over several lines).

Examples:

- I accept the license terms
- (+) Ninakubalia masharti ya leseni

(From Windows 7)

- I accept this agreement.
- (+) Ninakubali makubaliano haya.

(From Office Live)

Translation of Dialog Box Titles

Dialog box titles should have the same linguistic form as the corresponding menu items. This pattern is usually observed in the source text, and the source text format is decisive here. If the source text does use a headline format ("Doing xyz"), the Kiswahili equivalent to this format should be used (see Titles).

Example:

- Insert Table
- (+) Chomeka Jedwali

Translation of Tool Tips

Tool tips should be short and concise, but helpful to the users. In very many cases, they have exactly the same linguistic form as menus, commands or buttons and use an impersonal style without a period, but in other cases they serve as short explanations and address the user directly (see for instance the extended tool tips in Office 2007). A consistent and usability-centered approach should be taken.

Example:

- Insert Microsoft Excel Worksheet
- (+) Chomeka Lohokazi ya Microsoft Excel

(Tool tip for an icon in the Word 2003 toolbar. This is the preferred form where possible and helpful.)

- Click here to begin
- (+) Bofya hapa ili kuanza

(Tool tip for the Start button of Windows XP.)

See also: Guidelines for the Localization of Error Messages.

Translation of Command Line Descriptions

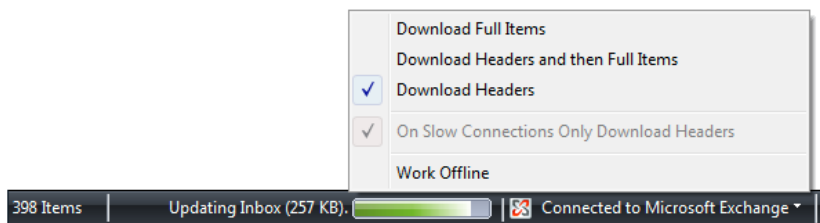Descriptions for Command Line parameters should use the following verb forms:

Examples:

- (+) /A Jaribu tena.
- (+) /A Kosa la kuongeza mwasiliani.

Messages

Status Messages

What is a Status Bar Message?

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

Kiswahili Style in Status bar Messages

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

Name	Kiswahili Name	Category	English Status Bar message	Kiswahili Status Bar message
Edit	(+) Hariri	menu	Contains editing commands	(+) Hujumuisha amri za kuhariri
Copy to Folder...	(+) Nakili kwa folda…	menu	Copies the selected items to a new location	(+) Hunakili faili zilizoteuliwa kwa eneo mpya
New	(+) Mpya	command	Creates a new document	(+) Hutengeneza nakala mpya
			Make object visible?	(+) Fanya kipengee kionekane?
			Word is converting the	(+) Word inageuza waraka.

Name	Kiswahili Name	Category	English Status Bar message	Kiswahili Status Bar message
			document. Press Esc to stop.	Bonyeza Esc ili kukomesha.
			Datasheet View	(+) Muonekano wa Lohodata
			Done	(+) Imefanyika

The importance of standardization

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

English term	Correct Kiswahili translation
Press F1 to get Help	
If you want Help press F1	(+) Bofya F1 kwa msaada
To get Help press F1	
Not enough memory	
Insufficient memory	(+) Kumbukumbu haitoshi
There is not enough memory	
Save changes to %1?	(+) Hifadhi mabadiliko kwenye %1?
Do you want to save changes to %1?	

Error Messages

What Is An Error Message?

Here is an example:

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

Kiswahili Style in Error Messages

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

Difficulties can arise if this convention is not kept in the US text and the status or progress message is not immediately recognizable as such (although sometimes the Resource ID will tell).

Examples:
- Scanning files...
- (+) Inatambaza faili...

- Setup is now gathering migration data...
- (+) Usanidi unakusanya sasa data ya uhamiaji...

Standard Phrases in Error Messages

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

Examples:

English	Translation	Example	Comment
Cannot … Could not …	(+) Haiwezi ….	The video file could not be opened / Couldn't open output file (+) Faili ya video haikuweza / haiwezi kufungua faili towe	These two messages mean the same thing so the same phrase can be used to describe them.
Failed to… Failure of …	(+) Ushinde …	Failed to generate… due to a failure in generating a … name. (+) Imeshindwa kuzalisha… kwa sababu ya ushinde katika kuzalisha jina…	Failure = Ushinde

English	Translation	Example	Comment
Cannot find … Could not find … Unable to find … Unable to locate …	(+) Tafuta…	Cannot locate Microsoft Conversion Library. (+) Haiwezi kutafuta Maktaba ya Ugeuzaji ya Microsoft	Locate, Find = Tafuta
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	(+) haitoshi	Not enough memory to complete this operation. (+) Hakuna kumbukukumbu ya kutosha ili kukamilisha shughuli hii.	not enough, insufficient = haitoshi
... is not available ... is unavailable	(+) haipatikani	FCB unavailable. (+) FCB haipatikani.	

Error Messages Containing Placeholders

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

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

%c means <letter>

%s means <string>

Examples of error messages containing placeholders:

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

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

For numeral placeholders in Kiswahili, usually follows the noun it modifies. Therefore the placeholder will come after the noun. Example:

English examples	Kiswahili examples
in %d days	(+) baada ya siku %d
%d minutes	(+) dakika %d

For noun placeholders, the string will determine where the adjective placed as more often than not, the adjective and the noun in Kiswahili agree so it can come before or after the placeholder noun depending on the meaning intended as long as it has no grammatical errors.
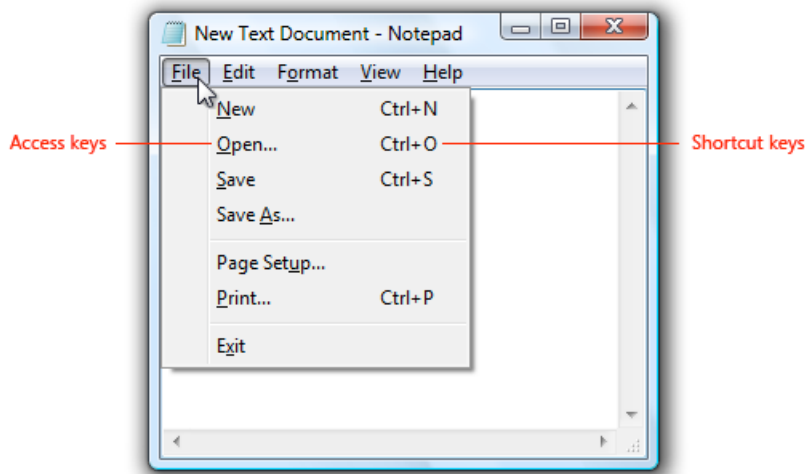
English example	Message User will see	Kiswahili example
Replace invalid %s?	Replace invalid data? Replace invalid file?	(+) Badilisha %s batili
%s already exists	File already exists Name already exists	(+) tayari kuna %s [instead of %s (-) ipo tayari]
%s is now set as your personal contact.	Regina is now set as your personal contact Mr. Kim is now set as your personal contact	(+) %s ni mwasiliani wako sasa.
%s stopped working and was closed	The application stopped working and was closed The program stopped working and was closed	(+) %s imekwisha kufanya kazi na imefungwa

Keys

The *keyboard* is the primary input device used for text input in Microsoft Windows. For accessibility and efficiency, most actions can be performed using the keyboard as well. While working with Microsoft software, you use keys, key combinations and key sequences.

In English, References to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps).this is the same in the case of Kiswahili.

Access Keys/Hot keys

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

If possible, the access keys should be unique for the menu, dialog, etc. where they appear (i.e. avoid duplicate access keys within a menu, etc.).

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as I, l, t, r, f can be used as hot key	Yes	
Characters with down strokes, such as g, j, y, p and q can be used as hotkeys	Yes	
Extended characters can be used as hotkeys	No	These characters do not exist in Kiswahili.
An additional letter, appearing between brackets after item name, can be used as hotkeys	Yes	This is often a good solution, in cases where the menu items share overlapping letters.
A number, appearing between brackets after item name, can be used as hotkey	Yes	This is often a good solution, in cases where the menu items share overlapping letters.
A punctuation sign, appearing between brackets after item name, can be used as hotkey	Yes	This is allowable, but should be avoided because it is likely to be confusing to users.

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

Arrow Keys

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

Numeric Keypad

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

Shortcut Keys

Shortcut keys are keystrokes or combinations of keystrokes used to performe defined functions in a software application. Shortcut keys replace menu commands and they are sometimes given next to the command they represent. In opposition to the access keys, which can be used only when available on the screen, shortcut keys can be used even when they are not accessible on the screen.

Standard Shortcut Keys

US Command	US English Shortcut Key	Kiswahili Command	Kiswahili Shortcut key
General Windows Shortcut keys			
Help window	F1	Dirisha ya msaada	F1
Context-sensitive Help	Shift+F1	Msaada kwa muktadha nyeti	Shift+F1
Display pop-up menu	Shift+F10	Onyesha menyu orodheshi	Shift+F10
Cancel	Esc	Batilisha	Esc
Activate\Deactivate menu bar mode	F10	Idhinisha/Kutoidhinisha utumuzi wa	F10

US Command	US English Shortcut Key	Kiswahili Command	Kiswahili Shortcut key
		mwambaa wa menyu	
Switch to the next primary application	Alt+Tab	Badili kwa aplikesheni msingi ifuatayo	Alt+Tab
Display next window	Alt+Esc	Onyesha dirisha ifuatayo	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Onyesha menyu orodheshi ya dirisha	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	Onyesha menyu orodheshi ya dirisha ya mtoto itumikayo	Alt+-
Display property sheet for current selection	Alt+Enter	Onyesha karatasi nyingine ya matumizi kwa kazi iliyochaguliwa	Alt+Enter
Close active application window	Alt+F4	Funga dirisha ya aplikesheni itumiwayo	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Badilisha dirisha ili uende kwa ifuatayo ndani ya aplikesheni	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Kamata picha iliyoko kwenye dirisha ya sasa na uweke kwenye Clipboard	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	Kamata picha iliyoko kwenye dawati ya komputa na uiweke kwenye Clipboard	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	Tumia kibofu cha Start katika kionyeshi kazi	Ctrl+Esc
Display next child window	Ctrl+F6	Onyesha dirisha ya mtoto ifuatayo	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Onyesha kipengee kifuatacho cha tab	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Anzisha kisimamizi kazi taratibu anzilishi	Ctrl+Shift+Esc
File Menu			
File New	Ctrl+N	Faili mpya	Ctrl+N
File Open	Ctrl+O	Faili wazi	Ctrl+O
File Close	Ctrl+F4	Faili iliyofungwa	Ctrl+F4
File Save	Ctrl+S	Faili nusura	Ctrl+S
File Save as	F12	Faili nusura kama	F12

US Command	US English Shortcut Key	Kiswahili Command	Kiswahili Shortcut key
File Print Preview	Ctrl+F2	Onyesho ya faili chapa	Ctrl+F2
File Print	Ctrl+P	Chapa faili	Ctrl+P
File Exit	Alt+F4	Ondoka kwenye faili	Alt+F4
Edit Menu			
Edit Undo	Ctrl+Z	Hariri utotendaji	Ctrl+Z
Edit Repeat	Ctrl+Y	Hariri Urejeleaji	Ctrl+Y
Edit Cut	Ctrl+X	Hariri kukata	Ctrl+X
Edit Copy	Ctrl+C	Hariri kinukuu	Ctrl+C
Edit Paste	Ctrl+V	Hariri kubandika	Ctrl+V
Edit Delete	Ctrl+Backspace	Hariri kufuta	Ctrl+Backspace
Edit Select All	Ctrl+A	Hariri kuchagua yote	Ctrl+A
Edit Find	Ctrl+F	Hariri kupata	Ctrl+F
Edit Replace	Ctrl+H	Hariri kibadilishi	Ctrl+H
Edit Go To	Ctrl+B	Hariri kuenda	Ctrl+B
Help Menu			
Help	F1	Usaidizi	F1
Font Format			
Italic	Ctrl+I	Italiki	Ctrl+I
Bold	Ctrl+G	Koza	Ctrl+G
Underlined\Word underline	Ctrl+U	Neno lililotiwa mstari	Ctrl+U
Large caps	Ctrl+Shift+A	Herufi kubwa	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Herufi ndogo	Ctrl+Shift+K
Paragraph Format			
Centered	Ctrl+E	Lililolainishwa katikati	Ctrl+E
Left aligned	Ctrl+L	Iliyolainishwa kushoto	Ctrl+L
Right aligned	Ctrl+R	Iliyolainishwa kulia	Ctrl+R
Justified	Ctrl+J	Iliyolainishwa pande zote	Ctrl+J

Document Translation Considerations

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

Titles

Titles should convey as much information as possible about the ensuing text to help readers locate information quickly. In English the titles for chapters usually begin with "How to…" or with phrases such as "Working with…" or "Using…". Use the nominalized verb (without article) whenever possible in the Kiswahili version of Microsoft documentation.

Examples:

- Sending a File => (+) Kutuma Faili
- Using Styles => (+) Kutumia Mitindo

Copyright

Copyright protection is granted to any original work of authorship fixed in any tangible medium of expression from which it can be perceived, reproduced, or communicated. This is also true for Kiswahili.

Note that lyrics, poetry, prose excerpts, etc. cannot be used without permission until 70 years after the death of the author or translator.

For information on how to deal with product, feature and component names, please refer to the section Applications, Products, and Features.

Here are some examples of aspects on legal information and copyright which need to be taken into account:

- Competitions offered legally in the United States may be illegal in other countries.

- The privacy laws and rules for storing personal information on Web sites vary from country to country.

- Check if the following aspects need to be modified or deleted for your market: prices, special offers, product support services/offers, postal or email addresses, telephone numbers, accessibility services and competitive comparisons.

- Each web page must contain the copyright statement using the correct calendar year - in Kiswahili: "©2011 Microsoft Corporation. Haki zote zimehifadhiwa.", plus the mandatory links to Terms of use ("Masharti ya utumizi"), trademarks ("Alama za biashara"), information on data privacy ("Maelezo juu ya siri ya data") and imprint ("Chapa").

Disclaimer: Please note that the information provided in this section is for general information only.