Microsoft

Lithuanian Localization Style Guide

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1 Welcome

Welcome to the *Microsoft Localization Style Guide* for Lithuanian. This guide will help you understand how to localize Lithuanian 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 Lithuanian.

1.1 Reference material

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

Normative references

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

1. http://www.vlkk.lt/

Informative references

These sources are meant to provide supplementary and background information.

1. V. Žalkauskas. Šiuolaikinių kompiuterinių programų ir tinklų žodynas / Dictionary of Modern Computer Programs and Networks/, Vilnius, 2003
2. V. Dagienė, G. Grigas, T. Jevsikova. Enciklopedinis kompiuterijos žodynas, Vilnius, 2008
3. Oxford Dictionary of Computing, Oxford University Press, 1996
4. http://terminai.vlkk.lt/
5. http://www3.lrs.lt/pls/term/termp.term_p
6. http://ims.mii.lt/ALK%C5%BD/(Anglų-lietuvių kalbų kompiuterijos žodynas)
7. http://raštija.lt (provides several dictionaries of computer terminology)

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 Lithuanian 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.

2.1.1 Flexibility

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

English example	Lithuanian example
All ready to go	Viskas paruošta

2.1.2 Word choice

Terminology

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

Short word forms and everyday words

Writing US English text in the Microsoft voice means using the short, simple words spoken in everyday conversations. In English, shorter words are generally friendlier and less formal. Short words also save space on-screen and are easy to read quickly. Precise, well-chosen words aid clarity, but it's important to use everyday words that customers are familiar with.

In Lithuanian, the Microsoft voice can be conveyed through similar means, by using the shortened words or short words that are used by people in everyday conversation. Some guidelines are provided in this section. Note: Be sure to adhere to approved terminology. Don't use a different target term when an established and approved term already exists.

The table shows some examples of how short words and everyday words can convey the Microsoft voice in Lithuanian.

en-US source term	Lithuanian word	Lithuanian word usage
App	programa	Use the shorter term *programa* instead of the longer one *taikomoji programa* for the translation of *app* when there's a space limitation.
Website	svetainė	Use the shorter and more common form *svetainė* instead of the longer one *žiniatinklio svetainė* for the translation of website when there's a space limitation or the translation of "web" already appears in the text.
Learn (how)	sužinokite, (kaip)	Such single-word verb forms are preferred over longer and more official expressions like *įgyti žinių* unless they are needed in a particular context.

2.1.3   Words and phrases to avoid

The Microsoft voice avoids an unnecessarily formal tone.

The table shows Lithuanian words and phrases to avoid, and their equivalent words or phrases that are consistent with the Microsoft voice. Note that these are only examples.

It doesn't mean that they should never be used—be flexible and always take the context into account.

en-US source	Lithuanian word to avoid	Lithuanian word/phrase
Also	taip pat	ir, irgi
Decide	priimti sprendimą	nuspręsti
Help	suteikti pagalbą	padėti

2.1.4 Word-for-word translation

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

English text	Correct Lithuanian translation	Incorrect Lithuanian translation
System Restore in Windows 11 can prevent hours of troubleshooting headaches after a crash.	Sistemoje „Windows 11" naudodami atkūrimo funkciją galite išvengti bemiegių naktų stengdamiesi pašalinti gedimus.	Sistemoje „Windows 11" naudojama sistemos atkūrimo funkcija išsaugo valandas, kurios būtų skiriamos gedimams skaudama galva šalinti.
Personalized custom dictionaries help with the recognition of specialized vocabulary (like medical and technical terms), and text prediction speeds up the input process to make your note-taking really fly.	Tinkinti pasirinktiniai žodynai padeda atpažinti specializuotą terminiją (pvz., medicinos arba techninius terminus), o teksto numatymo funkcija pagreitina įvesties procesą, kad užsirašyti galėtumėte kosminiu greičiu.	Tinkinti pasirinktiniai žodynai padeda atpažinti specializuotą terminiją (pvz., medicinos arba techninius terminus), o teksto numatymo funkcija pagreitina įvesties procesą, kad užsirašinėjimas būtų kaip skrydis.

2.2 Sample Microsoft voice text

The source and target phrase samples in the following sections 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	Lithuanian target	Explanation
The password isn't correct, so try again. Passwords are case-sensitive.	Slaptažodis neteisingas. Pabandykite dar kartą. Slaptažodyje skiriamos didžiosios ir mažosios raidės.	The user has entered an incorrect password, so give the user 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.	Šis produkto kodas neveikia. Patikrinkite ir bandykite dar kartą.	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	Viskas paruošta	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?	Ar norite tęsti?	The second-person pronoun "you" is used to politely ask the user if they would like to continue.
Give your PC a name—any name you want. If you want to change the background color, turn high contrast off in PC settings.	Pavadinkite savo kompiuterį, kokiu tik norite vardu. Jei norite pakeisti fono spalvą, parametrų dalyje išjunkite didelį kontrastingumą.	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	Lithuanian target	Explanation
The updates are installed, but Windows Setup needs to restart for them to work. After it restarts, we'll keep going from where we left off.	Naujinimai įdiegti, bet jie ims veikti tik iš naujo paleidus „Windows" sąranką. Paleidus iš naujo, veikla bus tęsiama nuo ten, kur buvo baigta.	The language is natural, the way people talk. In this case, the tone is reassuring, letting the user know that we're doing the work. The use of "we" strikes a more personal tone.
If you restart now, you and any other people using this PC could lose unsaved work.	Jei dabar paleisite iš naujo, tiek jūs, tiek kiti šiuo kompiuteriu besinaudojantys asmenys gali prarasti neįrašytą darbą.	The tone is clear and natural, and the text informs 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.	Šis dokumentas bus automatiškai perkeltas į tinkamą biblioteką ir aplanką, kai pataisysite netinkamas ar praleistas ypatybes.	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.	Kažkas ne taip! Nepavyksta rasti atsisiųstų failų ir sukurti įkraunančiosios USB „flash" atmintinės.	Short, simple sentences inform the user what has happened.

2.2.3   Promoting a feature

US English	Lithuanian target	Explanation
Picture password is a new way to help you protect your touchscreen PC. You choose the picture—and the gestures you use	Piešiamasis slaptažodis – naujas būdas apsaugoti kompiuterį su jutikliniu ekranu. Norint susikurti unikalų slaptažodį,	**Promoting a specific feature** To promote the picture password feature, the text lists the requirements

US English	Lithuanian target	Explanation
with it—to create a password that's uniquely yours.	tereikia pasirinkti piešinį ir norimą gestų derinį.	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.	Programėlės pagal kompiuterio vietą, vardą, abonemento paveikslėlį ir kitą domeno informaciją gali teikti jūsų asmeniniams poreikiams pritaikytą turinį.	**Promoting the use of apps** Depending on the context, commonly used words (such as "PC") can help make the text sound familiar and friendly.

2.2.4   Providing how-to guidelines

US English	Lithuanian target	Explanation
To go back and save your work, click Cancel and finish what you need to.	Norėdami grįžti atgal ir įrašyti darbą, spustelėkite Atšaukti ir atlikite reikiamus veiksmus.	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.	Norėdami patvirtinti esamą piešiamąjį slaptažodį, dar kartą pažiūrėkite įrašą ir įsidėmėkite piešinyje matomus gestų pavyzdžius.	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.	Metas įvesti produkto kodą. Kai prisijungsite prie interneto, suaktyvinsime „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.

Use this	Not this	Use this	Not this
English examples		**Target examples**	
primary/subordinate	master/slave	pagrindinis / antrinis	valdantysis / valdomasis
perimeter network	demilitarized zone (DMZ)	tinklo perimetras	saugi zona
stop responding	hang	nereaguoti	atidėti
expert	guru	ekspertas	guru
meeting	pow wow	susirikimas	sueiga
colleagues; everyone; all	guys; ladies and gentlemen	kolegos, kiekvienas asmuo, visi	vaikinai, ponios ir ponai
lunch and learn; learning session	brown bag session	pietauk ir mokykis, mokomasis susirinkimas pietų metu	suneštinis susirinkimas
parent	mother or father	tėvai	motina ir tėvas

3.1 Avoid gender bias

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

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

Use this	Not this	Comments
Target examples		
Tėvai	Motina ir tėvas	Lietuvių kalboje priimtina vartoti neutraliąją gramatinę formą „tėvai", o ne atskirus „tėvas" ar „motina", kai siekiama nurodyti giminystės ryšius.

Tyrimo dalyviai (-ės)	Pašnekovas / pašnekovė; korespondentas / korespondentė	Turi būti vartojamos lyčių požiūriu neutralios gramatinės formos.
Visi darbuotojai (-os)	Visi darbuotojai	Tam tikrais atvejais siūloma įvardyti abiejų gramatinių formų žodžius.
Kiekvienas (-a)	Kiekvienas	Atsižvelgiant į teksto pobūdį, gali būti pridedama antrinė giminę nurodanti galūnė, o ne visas žodis.
Gerbiamieji	Ponios ir ponai	Kreipinys „ponios ir ponai" turėtų būti keičiamas „gerbiamieji".

When presenting generalization, use plural noun forms (pvz., *visi asmenys, tėvai, kolegos, žmonės* ir kt.).

Don't use gendered pronouns (*jis, jo, jam, jį, juo, ji, jos, ją, ja, jie, jas, joms, jomis, juos, jiems, jais*) in generic references. Instead:

- Rewrite the sentence to have a plural noun or pronoun.
- Consider replacing adjectives and gerunds in default masculine form with gender neutral plural verbs (for example use "Patvirtinkite, kad perskaitėte sąlygas" instead of "Patvirtinkite, kad esate perskaitęs sąlygas").
- Skip unnecessary gendered singular pronouns (for example *dokumentas pradėtas nagrinėti* instead of *jo dokumentas pradėtas nagrinėti*).
- Refer to a person's role (*klientas, darbuotojas*, for example).
- Use *asmuo*, *žmogus*, *individas*.

Use this	Not this	Use this	Not this
English examples		**Target examples**	
A user with the appropriate rights can set other users' passwords.	If the user has the appropriate rights, he can set other users' passwords.	Tinkamas teises turintys naudotojai gali kurti kitų naudotojų slaptažodžius.	Jei naudotojas turi tinkamas teises, jis gali kurti kitų naudotojų slaptažodžius.
Developers need access to servers in their development	A developer needs access to servers in his development	Kūrėjams reikia prieigos prie serverių savo aplinkoje, bet	Kūrėjui reikia prieigos prie serverių jo aplinkoje,

environments, but they don't need access to the servers in Azure.	environment, but he doesn't need access to the servers in Azure.	prieiga prie „Azure" serverių nėra nereikalinga.	bet prieiga prie „Azure" serverių jam nereikalinga.
When the author opens the document	When the author opens her document	Kai autorius atidaro dokumentą...	Kai autorius atidaro jo dokumentą...
To call someone, select the person's name, select Make a phone call, and then choose the number you'd like to dial.	To call someone, select his name, select Make a phone call, and then select his number.	Norėdami paskambinti, pasirinkite asmens vardą, „Skambinti" ir tada pasirinkite reikiamą numerį.	Norėdami paskambinti, pasirinkite asmens vardą, „Skambinti" ir tada pasirinkite jo numerį.

- In Lithuanian, in general sense (for both genders), for professions, legal statuses, titles, pedagogical names, qualification levels male gender nouns are used.

- When you're writing about a real person, use the pronouns that the person prefers, whether *jis, ji, jie, jos* etc. It's OK to use gendered pronouns (*jis, ji, jo, jos*) when referring to real people.

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

3.2 Accessibility

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

Focus on people, not disabilities. Don't use words that imply pity, such as „asmuo, kuris turi" ar „kamuojamas". The preferred option is not to mention a disability unless it's relevant.

Use this	Not this	Use this	Not this
English examples		**Target examples**	
person with a disability	handicapped	Žmogus su negalia	Neįgalus, invalidas

| person without a disability | normal person; healthy person | Žmogus be negalios | Normalus žmogus, sveikas žmogus |

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

Use this	Not this	Use this	Not this
English examples		**Target examples**	
Select	Click	Pasirinkite	Spustelėkite

Keep paragraphs short and sentence structure simple — aim for one verb per sentence. Read text aloud and imagine it spoken by a screen reader.

Spell out special characters (e.g. &, +~ as ir, plius and maždaug, apytiksliai. Screen readers can misread text that uses special characters like the ampersand (&), plus sign (+), and tilde (~).

4 Language-specific standards

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

4.1 Grammar, syntax, and orthographic standards

This section includes information about 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:

1. The inflection can be removed.

Example: (+) failas – fail.

2. Some vowels can be removed.

Example: (+) skaitykite – sk.

List of common abbreviations can be found in
http://www.vlkk.lt/lit/nutarimai/rasyba/sutrumpinimai.html). Some of them are provided
below:

Expression	Acceptable abbreviation
pavyzdžiui	pvz.
paveikslėlis	pav.
puslapis	psl.
kita	kt.
žiūrėk, žiūrėti	žr.

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).

It's a common rule in Lithuanian that acronyms don't include periods. For example,
U.S.A. should be translated as *JAV*.

Localized acronyms

Obviously, there are a lot of abbreviations that are established and well known in
Lithuanian. For these, there's no need to include the US English abbreviation in the
localized text.

Examples: IT, UTB, OS

In some cases, the spelled-out term is more relevant than an acronym.

Example:

en-US source	Lithuanian target
ISP	interneto paslaugų teikėjas

Unlocalized acronyms

If the Lithuanian equivalent of a US English acronym doesn't exist or is seldom used, several approaches can be taken, depending on the context.

In general, don't localize generic and commonly used US English acronyms. If no local equivalent exists or a localized acronym would have little meaning for the user, the acronym doesn't need to be localized.

Example: (+) ISDAN, (+) LAN.

If a US English acronym is less widely used and isn't explained in the original, we recommend that you localize the spelled-out term and leave the original acronym in parentheses.

Example: (+) Informacijos teisių valdymas (IRM).

It might sometimes be useful to use a modifier before a US English acronym, include the full term in English, or both.

Example: (+) identifikacinis raktas PID (Trial Product Identification Key).

4.1.3 Adjectives

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

Generally, adjectives and participles have to be used in the masculine. Note that the titles of dialog boxes aren't grammatically connected to the options that follow them. Therefore, even if the title name is a feminine noun, the adjectives in the options should be masculine.

The names of colors have to be feminine (because the word "color" is of the feminine gender in Lithuanian).

When possible, choose a form of a pronoun or adjective that could refer to both masculine and feminine.

Example:

en-US source	Lithuanian target
Save all.	Įrašyti viską.

Possessive adjectives

Possessives are used frequently in English. However, in Lithuanian, possessive pronouns are used much less frequently than in English. So if they're not necessary for meaning, omit them.

4.1.4 Articles

In general, avoid using articles with product names. This is for legal reasons, because trademarked product names should be used as they're provided. Include articles only when they improve the quality of the translation.

Unlocalized feature names

Microsoft product names and nontranslated feature names are used without definite or indefinite articles in English. We treat them in this way: they should be put in quotation marks a) if they aren't highlighted in some other way (for example, they aren't in bold, italic, or capital letters), or b) if you aren't given instructions to the contrary.

Example:

en-US source	Lithuanian target
Business Contact Manager	„Business Contact Manager"

Localized feature names

Handle feature names according to the instructions provided to you by the client. If feature names are to be translated, you'll be given a list with approved translations. If they shouldn't be translated, follow the rules above for unlocalized feature names.

Example:

en-US source	Lithuanian target
Macro Manager	Makrokomandų tvarkytuvė

4.1.5 Capitalization

In Lithuanian, the first letter of the sentence is capitalized. After a colon, the rest of the sentence (if it's a normal sentence, not a list of items) should continue with a lowercase letter.

In Lithuanian, like in English, proper nouns (for example, the names of programs, modules, and wizards) are capitalized. If the localizable software item is a phrase, capitalize only the first word. However, in trademarks (such as Microsoft Windows), every word should be capitalized.

In the English version of the software, additional short text provided in parentheses often starts with a capital letter. In the Lithuanian localized software, when the short text in parentheses isn't a complete sentence, it should start with a lowercase letter.

Maintain the same language style in table column and row headings throughout the software. Column and row headings should start with a capital letter and usually have no punctuation marks at the end.

When table items are complete sentences, each of them starts with a capital letter and ends with a period.

4.1.6 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 convey an informal tone and style.

In general, it's not common in Lithuanian to start a sentence with a conjunction. Use conjunctions according to general grammar rules and stylistic recommendations for Lithuanian.

It's worth mentioning that the use of two synonymous conjunctions *bet* and *tačiau* is slightly different. We recommend that you use *tačiau* at the beginning of the sentence, but *bet* is more appropriate in the middle of the sentence, after a comma. The rule applies regardless of the style of the text.

4.1.7 Gender

In the passive voice, when the object isn't indicated, use the participles of the neuter gender.

Example:

en-US source	Lithuanian target
Modified	Modifikuota

Generally, adjectives and participles have to be used in the masculine. Note that the titles of dialog boxes aren't grammatically connected to the options that follow them. So, even if the dialog box title is a feminine noun, the adjectives in the options should be masculine. When possible, choose a pronoun or adjective form that could refer to both masculine and feminine.

Example: (+) Įrašyti viską

For information on how inclusive language should be applied in Microsoft products, see [Avoid gender bias](#).

4.1.8 Localizing colloquialism, idioms, and metaphors

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

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

- Don't attempt to replace the source colloquialism with a Lithuanian colloquialism that means the same thing unless the Lithuanian 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.

en-US source	Lithuanian target
Business anywhere	Dirbkite iš bet kur

4.1.9 Modifiers

When you localize text into Lithuanian, you often need to add modifiers (descriptors) before the Lithuanian names of keys, objects, menus, commands, dialog box elements, icons, and similar software elements, in addition to acronyms, even if the modifiers aren't present in the English text.

Note that only the modifier is declined; the names of the objects, menus, commands, dialog box elements, and icons have to be used exactly the way they are used in the user interface.

Note: The modifier goes before the name that's being modified, not vice versa.

Before using a modifier, always confirm what a particular name or abbreviation refers to. We recommend that you consult the Microsoft trademark list or other reference materials.

Example:

en-US source	Lithuanian target
Click Save.	Spustelėkite mygtuką Įrašyti.

4.1.10 Nouns

In Lithuanian, the titles of dialog boxes should normally be nouns or nominal phrases (transform the command verbs into nouns with suffixes like *-ymas, -imas,* and *-tis*) except for adjectives and questions that are translated as adjectives and questions. Note that for reasons of consistency, in the translated names of menu titles, a noun might be added to the translated English adjective.

Example:

en-US source	Lithuanian target
General	Bendroji informacija

Inflection

Lithuanian nouns are inflected for case and number by suffixation. The inflections concern two numbers (singular and plural) and six cases (nominative, genitive, dative, accusative, instrumental, and locative). When some forms should be used for other forms, only the endings are added in parentheses.

Example:

en-US source	Lithuanian target
Pictures	Paveikslėliai (-ių)

4.1.11 Pronouns

Always use the second-person plural (*jūs*) to address the user. Normally, the pronoun „jūs" itself won't be needed, but if it's used, make it lowercase.

In Lithuanian, possessive pronouns are used much less often than in English. So, if they're not necessary for the meaning, omit them.

Example:

en-US source	Lithuanian target
Insert your USB drive.	Prijunkite USB atmintinę.

4.1.12 Punctuation

General punctuation rules are available in the recommended reference material.

Dashes and hyphens

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

Hyphen

The hyphen is used between two words to create a one-word compound. It should be replaced by the nonbreaking hyphen in printed documentation and online Help files. Also, the hyphen is used for dates and in last names.

Example:

US English	Lithuanian target	Comment
02/09/2021	2021-09-02	Date format.

En dash

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

Example:

US English	Lithuanian target
3 – 4 + 6	3 – 4 + 6

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

Example:

US English	Lithuanian target	Comment
700–800 USD	700–800 USD	A range.

Em dash

The em dash should be used only to set off an isolated element or an element that isn't essential to the meaning of the sentence. The em dash isn't used in Lithuanian.

Ellipsis (suspension points)

The ellipsis is used only in callouts and other text strings that consist of more than one element.

Example:

  A. Atverkite langą...

  B. ...tada du kartus spustelėkite reikiamą piktogramą.

No punctuation marks are needed at the end of menu titles or command names. However, if the command leads to a corresponding dialog box, use the ellipsis (x...).

When using ellipses in Lithuanian, we recommend that you don't put a space between the sentence and the ellipsis. See the examples above.

Period

Regardless of the punctuation of option buttons and radio buttons in the English text, option buttons and radio buttons in Lithuanian never end with a period.

When table items are complete sentences, each of them starts with a capital letter and ends with a period.

Periods are used at the end of status bar messages if they're complete sentences. Lithuanian error messages always end with a period (or a question mark, if the message is in the form of a question). In Lithuanian, ToolTips never end with a period, regardless of what punctuation is used in the English source text.

Example:

US English	Lithuanian target	Comment
Save and close a segment.	Įrašyti ir uždaryti segmentą	It is a tooltip.

Quotation marks

Quotation marks are used when referring to items that can't be translated.

In the US English source strings, you may find software references surrounded by English quotation marks. In Lithuanian, quotation marks („x") aren't used around the names of software items.

Example:

US English	Lithuanian target
Click Save.	Spustelėkite Įrašyti.

Parentheses

In English, there's no space between the parentheses and the text inside them. The same style is used in Lithuanian.

Example:

US English	Lithuanian target
(item)	(elementas)

4.1.13 Sentence fragments

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

Obviously, each sentence can have more than one correct translation. Even though some expressions and sentence fragments mean basically the same thing, they aren't always interchangeable. Usually longer, more complex sentences are used in formal communications, but the modern Microsoft voice prefers more concise language that goes straight to the point.

The examples in the table below specify what shorter and more down-to-earth sentence fragments could be used in Lithuanian to convey the Microsoft voice. The main rule: avoid padding and drowning the user in a sea of words.

US English source text	Lithuanian long form	Lithuanian sentence fragment
Here's how …	Toliau nurodoma, kaip…	Štai kaip…
For more information, see …	Norėdami gauti daugiau informacijos, žr. …	Daugiau informacijos rasite … Daugiau informacijos žr. …

4.1.14 Symbols

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.

4.1.15 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.

In Lithuanian, verbal phrases are more common and more natural than nominal phrases. So, where possible, try to use verbal phrases instead of nominal ones.

US English source text	Lithuanian use of verb tense	Comments
Installing	Diegiama	Continuous operations are usually expressed in English with a gerund, which should be translated into

		Lithuanian as the passive voice (present tense) participle of neuter gender.
	Ruošiamasi diegti	Nominal phrase, not "Ruošiamasi diegimui"

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 Lithuanian, using idiomatic syntax and terminology, while it maintains a high level of terminological consistency, so as to guarantee the maximum user experience and usability for our customers.

This document contains set of guidelines that should be applied when localizing English software into Lithuanian.

In order to ensure that you're using current terminology and phrases, always look for the approved translations in the most recent version of the Microsoft terminology database and other approved glossaries. The consistent use of Microsoft-approved terminology in localized products is key to achieving the required quality in the localized products.

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 Lithuanian-speaking markets. If you have questions about the availability of a specific accessibility product or service, double-check with the appropriate resources.

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

5.2 Applications, products, and features

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

Version numbers

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

US English	Lithuanian target
Version 9.1	9.1 versija

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

Translation of version strings

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

Version strings that contain copyright information should always be translated.

Example:

US English	Lithuanian target
© 2022 Microsoft Corporation. All rights reserved.	Refer to Microsoft Terminology - Globalization | Microsoft Learn to check the correct translations for "All rights reserved" and "Microsoft Corporation."

5.3 Copilot predefined prompts

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

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

Best practices for the localization of Copilot predefined prompts

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

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

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

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

Source prompt	Target prompt	Comments
List ideas for a fun remote team building event	Sudaryk idėjų, kaip surengti smagų nuotolinį komandos formavimo renginį, sąrašą	
What are the goals and topics from the meeting? Format each section with a bolded heading, a bulleted list, and bolded names	Kokie šio susitikimo tikslai ir temos? Suformatuok, kad kiekvienos sekcijos pavadinimas būtų paryškintas, įtrauktas sąrašas su ženkleliais ir paryškinti vardai	
Propose a new introduction to <entity type='file'>file</entity>	Pasiūlyk naują <entity type='file'>failo</entity> įžangą	Always check the localisability of entity token
What were the open issues from <entity type='meeting'>meeting</entity>?	Kokie klausimai liko neišspręsti <entity type='meeting'>susitikime</entity>?	Always check the localisability of entity token
Give me ideas for icebreaker activities for a new team	Pasiūlyk idėjų, kaip pralaužti ledus bendraujant su nauja komanda	
Create a list of <placeholder>color names inspired by the ocean</placeholder>	Sukurk <placeholder>vandenyno įkvėptų spalvų pavadinimų</placeholder> sąrašą	

5.4 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

5.5 Software considerations

This section provides guidelines for the localization of UI elements.

General guidelines

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

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

5.5.1 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 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.

5.5.2 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 Lithuanian translation
That can't be blank...	Būtina užpildyti.
Not enough memory to process this command.	Nepakanka atminties šiai komandai įvykdyti.

Lithuanian 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.

In translating error messages, take into account length constraints. The sentences should be as brief as possible, so redundant pronouns, prefixes, and other words should be avoided.

Error messages should always end with a period (or question mark), even though the English source text might not have it.

Standard phrases in error messages

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

In many cases, there might be several ways to express the same idea in English, but there's only one equivalent in Lithuanian. Or, the same English phrase might be translated differently, depending on the context.

Examples:

English	Translation	Example	Comment
Cannot ... Could not ...	...negalima (...negali...) Nepavyko...	Cannot create the file (+) Failo sukurti negalima. Setup cannot read file. (+) Sąranka negali perskaityti failo.	In certain cases, „negali," and so on might be omitted, and another verb can be used in the negative form.

		Could not access network location (+) Nepavyko pasiekti norimos tinklo vietos.	
Failed to … Failure of …	… nepavyko	Failed to delete [2]. (+) [2] panaikinti nepavyko. Failure of installation. (+) Diegimo procesas nepavyko.	Because the emphasis should fall on the word „nepavyko," this word should be placed at the end of the message.
Cannot find … Could not find … Unable to find … Unable to locate …	…rasti nepavyko (neįmanoma) …rasti nepavyko (neįmanoma) …vietos rasti nepavyko (neįmanoma)	Cannot/could not find the file (+) Failo rasti nepavyko (neįmanoma). Unable to find the document (+) Dokumento rasti nepavyko. Unable to locate document (+) Dokumento vietos rasti nepavyko.	Because the emphasis should fall on the word „nepavyko/neįmanoma," this word should be placed at the end of the message.
Not enough memory Insufficient memory	Atminties nepakanka.	n/a	Because the emphasis should fall on the word „nepakanka," this word should be placed at the end of the message.

There is not enough memory There is not enough memory available			
… is not available … is unavailable	…negalimas (-a) …nėra …nepasiekiamas (-a)	This command is not available (+) Ši komanda negalima. This functionality is not available (+) Šios funkcijos nėra. The specified path is unavailable. (+) Nurodytas kelias nepasiekiamas.	Because the emphasis should fall on the word „negalimas, nėra" or „nepasiekiamas," these words should be placed at the end of the message.

Error messages that contain placeholders

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

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

Examples of error messages that contain placeholders:

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

Note that word order should be considered, too.

We recommend that you shorten the words used with numbers that are provided as placeholders.

Example:

en-US source	Lithuanian target
%u days remaining	Liko %u d.
|0 participants	Dalyvių: |0

Pay more attention to strings that have placeholders, where the placeholder could be replaced by a variable in nominative (default form). We recommend that you add a modifier or use quotation marks, a colon, parentheses, or an en dash to separate the placeholder from the rest of the sentence.

Example:

en-US source	Lithuanian target	Comment
Your {doctype} is ready.	(-) Jūsų {doctype} parengtas. (+) Jūsų dokumentas, kurio tipas {doctype}, parengtas. OR (+) Jūsų dokumentas ({doctype}) parengtas.	According to the instructions, the placeholder will be replaced with an app-specific type of document (skaičiuoklė, pateiktis, dokumentas) and grammatical agreement issues will result. Therefore, the appropriate modifier should be added.

5.5.3 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.
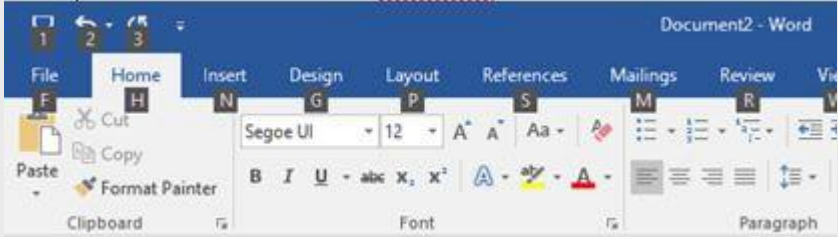
Examples:
<u>N</u>ew
<u>C</u>ancel
<u>O</u>ptions

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

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

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

5.5.4 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). This is the style used in Lithuanian, too.

5.5.5 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.

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

Standard shortcut keys

US command	US English shortcut key	Lithuanian command	Lithuanian shortcut key
General Windows shortcut keys			
Help window	F1	Žinyno langas	F1
Context-sensitive Help	Shift+F1	Kontekstinių paaiškinimų žinynas	Shift+F1
Display pop-up menu	Shift+F10	Rodyti kontekstinį meniu	Shift+F10
Cancel	Esc	Atšaukti	Esc
Activate/deactivate menu bar mode	F10	Aktyvinti / išjungti meniu juostos režimą	F10
Switch to the next primary application	Alt+Tab	Perjungti į kitą pirminę programą	Alt+Tab
Display next window	Alt+Esc	Rodyti kitą langą	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Rodyti kito lango kontekstinį meniu	Alt+Spacebar

Display pop-up menu for the active child window	Alt+-	Rodyti aktyvaus antrinio lango kontekstinį meniu	Alt+-
Display property sheet for current selection	Alt+Enter	Rodyti dabartinio pasirinkimo ypatybių lapą	Alt+Enter
Close active application window	Alt+F4	Uždaryti aktyvios programos langą	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Perjungti kitą tos pačios (be režimo) programos langą	Alt+F6
Capture active window image to the clipboard	Alt+Prnt Scrn	Įrašyti aktyvaus lango vaizdą mainų srityje	Alt+Prnt Scrn
Capture desktop image to the clipboard	Prnt Scrn	Įrašyti darbalaukio vaizdą mainų srityje	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	Pasiekti mygtuką Pradėti užduočių juostoje	Ctrl+Esc
Display next child window	Ctrl+F6	Rodyti kitą antrinį langą	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Rodyti kitą skirtuko sritį	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Paleisti užduočių tvarkytuvą ir sistemos inicijavimą	Ctrl+Shift+Esc
File menu			
File New	Ctrl+N	Failas, Naujas	Ctrl+N
File Open	Ctrl+O	Failas, Atidaryti	Ctrl+O
File Close	Ctrl+F4	Failas, Uždaryti	Ctrl+F4
File Save	Ctrl+S	Failas, Įrašyti	Ctrl+S

File Save as	F12	Failas, Įrašyti kaip	F12
File Print Preview	Ctrl+F2	Failas, Spaudinio peržiūra	Ctrl+F2
File Print	Ctrl+P	Failas, Spausdinti	Ctrl+P
File Exit	Alt+F4	Failas, Išeiti	Alt+F4
Edit menu			
Edit Undo	Ctrl+Z	Redaguoti, Anuliuoti	Ctrl+Z
Edit Repeat	Ctrl+Y	Redaguoti, Kartoti	Ctrl+Y
Edit Cut	Ctrl+X	Redaguoti, Iškirpti	Ctrl+X
Edit Copy	Ctrl+C	Redaguoti, Kopijuoti	Ctrl+C
Edit Paste	Ctrl+V	Redaguoti, Įklijuoti	Ctrl+V
Edit Delete	Ctrl+Backspace	Redaguoti, Naikinti	Ctrl+Backspace
Edit Select All	Ctrl+A	Redaguoti, Žymėti viską	Ctrl+A
Edit Find	Ctrl+F	Redaguoti, Rasti	Ctrl+F
Edit Replace	Ctrl+H	Redaguoti, Keisti	Ctrl+H
Edit Go To	Ctrl+G	Redaguoti, Eiti į	Ctrl+G
Help menu			
Help	F1	Žinynas	F1
Font format			
Italic	Ctrl+I	Pasvirasis	Ctrl+I
Bold	Ctrl+B	Paryškintasis	Ctrl+B
Underlined/word underline	Ctrl+U	Pabrauktasis	Ctrl+U
Large caps	Ctrl+Shift+A	Didžiosios raidės	Ctrl+Shift+A

Small caps	Ctrl+Shift+K	Mažosios raidės	Ctrl+Shift+K
Paragraph format			
Centered	Ctrl+E	Centruoti	Ctrl+E
Left aligned	Ctrl+L	Lygiuoti kairėje	Ctrl+L
Right aligned	Ctrl+R	Lygiuoti dešinėje	Ctrl+R
Justified	Ctrl+J	Abipusė lygiuotė	Ctrl+J

5.6 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.

5.6.1 English pronunciation

Generally speaking, English terms and product names that are left unlocalized in the target material should be pronounced the way they are pronounced in English. For instance, *Microsoft* must be pronounced as an English word.

Example	Phonetics	Comment
SecurID	[sɪˈkjuər aɪ diː]	
.NET	[dot net]	
Skype	[skaip] 🔊	Product names are generally pronounced the way they are pronounced in the source language. But in everyday speech, Lithuanian case endings can be added.

Acronyms and abbreviations

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

Example	Phonetics
RADIUS	[radijus]
RAS	[ras]
ISA	[isa]
LAN	[lan]
WAN	[van]
WAP	[vap]
MAPI	[mapi]
POP	[pop]
URL	[url]

Other abbreviations are pronounced letter by letter.

Example	Phonetics
ICMP	[i cė mė pė]
IP	[i pė]

TCP/IP	[tė cė pė / i pė]
XML	[iks em el]
HTML	[haš tė mė el]
OWA	[o dviguba vė a]
SQL	[es ku el]

URLs

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

"www" should be pronounced as "trys dvigubos vė."

The "dot" should be omitted, but it can also be read aloud. If it's read aloud, it must be pronounced the way it's pronounced in Lithuanian, as "taškas."

Example	Phonetics
http://www.microsoft.com/lt	[trys dvigubos vė taškas maikrosoft taškas kom pasvirasis brūkšnys el tė]

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 Lithuanian translations approved in [Microsoft Terminology - Globalization | Microsoft Learn](#).

5.6.2 Tone

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

5.6.3 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