# Microsoft

# Finnish Style Guide

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# 1 Welcome



# A guide to the Microsoft voice in Finnish

# 2 About this style guide

This style guide is intended for the localization professional working on localized products that run on a Microsoft platform. It's not intended to be a comprehensive coverage of all localization practices, but to highlight areas where Microsoft has specific preferences or deviates from standard practices for Finnish localization.

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

The style guide covers guidelines and recommendations for translating the Microsoft voice into Finnish including words, grammatical structures, the needs of the audience, and the intent of the text that are to be considered. Each of these areas is supplemented with samples.

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

We welcome your feedback, questions and concerns regarding the style guide. Please send your feedback via Microsoft Language Portal.

## 2.1 Recommended style references

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

**Normative references**

When more than one solution is possible, consult the other topics in this style guide for guidance.

1. Kielitoimiston sanakirja (available both as a printed publication and as an [online publication](#)).
2. Kielitoimiston oikeinkirjoitusopas. Kotimaisten kielten keskuksen julkaisuja 171. Helsinki 2012.
3. Katariina Iisa – Hannu Oittinen – Aino Piehl, 2012: Kielenhuollon käsikirja. Laajennetun ja päivitetyn laitoksen 7. painos. Helsinki: Yrityskirjat.
4. Terho Itkonen – Sari Maamies 2011: Uusi kieliopas. 4., tarkistettu painos. Helsinki: Tammi.
5. [TEPA – Sanastokeskus TSK:n termipankki](#)

**Microsoft User interface reference**

A helpful reference is the [Windows User Experience Interaction Guidelines](#).

# 3   Microsoft voice

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

Three principles form the foundation of our voice:

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

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

These key elements of Microsoft voice should extend across Microsoft content for all language locales. For each language, the specific choices in style and tone that produce Microsoft voice are different. The following guidelines are relevant for US English as well as many other languages.

**Guidelines**

Keep the following guidelines in mind:

- Write short, easy-to-read sentences.
- Avoid using the passive voice too much—it's difficult to read and understand quickly. However, for Finnish, the passive voice can be used as described in the various product specific style guides, but pay attention to favoring active voice when suitable
- Be pleasant and ensure that explanations appear individualized.
- Avoid slang and be careful with colloquialisms—it's acceptable to reassure and connect with customers in a conversational tone, but be professional in doing so.

Always remember that literally translating the source text may produce target text that's not relevant to customers.

## 3.1   Choices that reflect Microsoft voice

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

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

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

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

### 3.1.1   Flexibility

It's important for translators to modify or rewrite translated strings so that they are more appropriate and natural to Finnish customers. Try to understand the whole intention of the sentences, paragraphs, and pages, and then rewrite as if you are writing the content yourself. It will make the content more perfect for Finnish users. Sometimes, you may need to remove any unnecessary content.

Sentence fragments or sentences without a verb may sound too colloquial, mechanical or rude in Finnish. Often a readable and friendly tone is achieved with plain language and simple word choices. Fragments can still be used for emphasis or readability.

| English example | Finnish example |
|---|---|
| Discover a world of new apps to get the most out of your Windows 10 PC. | Tutustu uusiin sovelluksiin, joiden avulla voit hyödyntää Windows 10 -tietokonettasi mahdollisimman tehokkaasti. |
| Here's how: | Toimi seuraavalla tavalla: |
| It's a good idea to choose the email address you use to communicate with friends and sign in to your favorite websites. | Valitse sähköpostiosoite, jota jo käytät ystävien kanssa viestimiseen ja suosikkisivustoihin kirjautumiseen. |

### 3.1.2   Word choice

**Terminology**

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

**Short word forms and everyday words**

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

The following table lists some common words that are used for Microsoft voice in US English.

| en-US word | en-US word usage |
|---|---|
| App | Use *app* instead of *application* or *program*. |
| Pick, choose | Use *pick* in more fun, less formal or lightweight situations ("pick a color," not "choose a color") and *choose* for more formal situations (don't use *select* unless necessary for the UI). |

| | |
|---|---|
| Drive | For general reference to any drive type (hard drive, CD drive, external hard drive, etc.). Use specific drive type if necessary. |
| Get | Fine to use as a synonym for "obtain" or "come into possession of" but avoid for other general meanings. |
| Info | Use in most situations unless "information" better fits the context. Use "info" when you point the reader elsewhere ("for more info, see <link>"). |
| PC | Use for personal computing devices. Use *computer* for situations about PCs and Macs. Don't switch between *PC* and *computer*. |
| You | Address the user as *you*, directly or indirectly through the use of first- and second-person pronouns like "you." Avoid third-person references, such as "user," as they sound formal and impersonal.<br><br>For information on localizing *you*, see the section [Pronouns](#). |

The Finnish Microsoft voice can be conveyed through similar means by using shorter or everyday words and structures used by people in daily conversations. Adhere to approved terminology; don't use different target terms for already established and approved terms.

For shorter words, avoid long compound words or at least avoid repeating them. Avoid creating long compound words mechanically by joining words with hyphens, instead use for example, genitive forms. In product names, try to inflect the name instead of adding words.

| en-US source term | Finnish word | Finnish word usage |
|---|---|---|
| Internet 9 Explorer user | Internet Explorer 9:n käyttäjä | Use genitive forms when possible instead of long compound words (Internet Explorer 9 -käyttäjä) |
| Live Search Popular searches | Live Searchin suositut haut | Try to inflect the product names, as adding words lengthen the names and may cause complexity (Live Search -palvelun suositut haut). |
| email (message) | sähköpostiviesti, viesti, se | Especially with longer words, try to avoid repeating them in the same sentence and use pronouns and shorter words, if the reference is still clear (for example, Jos haluat tallentaa sähköpostiviestin nimellä, avaa haluamasi viesti ja tallenna se valitsemalla...). |
| (web) site, (web) browser | sivusto, selain | Can be used without the word *verkko (verkkosivusto)*. |

### 3.1.3   Word-to-word translation

For a more fluent translation, avoid word-to-word translation. If words are translated directly without overall understanding of the paragraph or the page, the content will not be natural and may even appear ridiculous, and our customers will not come again. Strict word-to-word translation makes the tone stiff and unnatural. Split the text into different sentences, if necessary, to simplify. Omit descriptors to make the text snappier.

| English text | Correct Finnish translation | Incorrect Finnish translation |
|---|---|---|
| Use the following steps | Toimi seuraavasti | Käytä seuraavia vaiheita |
| Make it personal | Henkilökohtainen tietokone | Tee siitä henkilökohtaista |
| Then, you can put them anywhere in your home and stream media to them from your PC. | Voit sen jälkeen sijoittaa ne kotonasi minne tahansa ja suoratoistaa mediaa niihin tietokoneestasi. | Sitten, voit sijoittaa ne minne tahansa kotonasi ja suoratoistaa mediaa niihin tietokoneestasi. |

### 3.1.4   Words and phrases to avoid

Microsoft voice avoids an unnecessarily formal tone. The following table lists US English words that add formality without adding meaning, along with more common equivalents.

| en-US word/phrase to avoid | Preferred en-US word/phrase |
|---|---|
| Achieve | Do |
| As well as | Also, too |
| Attempt | Try |
| Configure | Set up |
| Encounter | Meet |
| Execute | Run |
| Halt | Stop |
| Have an opportunity | Can |
| However | But |
| Give/provide guidance, give/provide information | Help |

| | |
|---|---|
| In addition | Also |
| In conjunction with | With |
| Locate | Find |
| Make a recommendation | Recommend |
| Modify | Change |
| Navigate | Go |
| Obtain | Get |
| Perform | Do |
| Purchase | Buy |
| Refer to | See |
| Resolve | Fix |
| Subsequent | Next |
| Suitable | Works well |
| Terminate | End |
| Toggle | Switch |
| Utilize | Use |

In Finnish, generally avoid words and phrases that indicate bureaucratic style (so called "kapulakieli"), that has overformal, complex tone and is often word-for-word translation. Don't use abbreviations (like "esim." for esimerkiksi) as they make the texts less readable.

| en-US source | Finnish word to avoid | Finnish word/phrase |
|---|---|---|
| immediately | viipymättä, välittömästi | heti |
| requires | käyttö edellyttää/vaatii | käyttöön tarvitaan |
| have to do | tulee tehdä | pitää/täytyy tehdä |
| if | mikäli | jos |
| to do something | tehdäksesi | jos haluat tehdä X, tee Y |

## 3.2   Sample Microsoft voice text

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

### 3.2.1   Address the user to take action

| US English | Finnish target | Explanation |
|---|---|---|
| The password isn't correct, so please try again. Passwords are case-sensitive. | Salasana ei ole oikea, joten yritä uudelleen. Ota huomioon, että isot ja pienet kirjaimet ovat eri merkkejä salasanoissa. | The user has entered an incorrect password so provide the user with a short and friendly message with the action to try again. |
| This product key didn't work. Please check it and try again. | Tuoteavain on väärä. Tarkista se ja yritä uudelleen. | 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 | Kaikki on valmiina | Casual and short message to inform user that setup has completed, ready to start using the system. |
| Would you like to continue? | Haluatko jatkaa? | Use of the second person pronoun "you" to politely ask the user if they would like to continue, but in Finnish the "you" is left out and indicated by verb inflection. |
| Give your PC a name—any name you want. If you want to change the background color, turn high contrast off in PC settings. | Anna tietokoneelle haluamasi nimi. Jos haluat muuttaa taustaväriä, poista suuri kontrasti käytöstä tietokoneen asetuksista. | Address the user directly (but without translating the word "you" literally) to take the necessary action. |

### 3.2.2   Promote a feature

| US English | Finnish target | Explanation |
|---|---|---|
| Picture password is a new way to help you protect your touchscreen PC. You choose the picture—and | Kuvasalasana on uusi ominaisuus, jolla voit suojata kosketusnäytöllisen laitteesi – kun valitset kuvan ja sen kanssa | Promoting a specific feature with the use of em-dash to emphasis the specific requirements to enable |

| the gestures you use with it—to create a password that's uniquely yours. | käytettävät eleet tai liikeet, saat yksilöllisen salasanan. | the feature which in this situation is picture password. |
|---|---|---|
| Let apps give you personalized content based on your PC's location, name, account picture, and other domain info. | Saat sovellusten kautta räätälöityä sisältöä, joka perustuu tietokoneesi sijaintiin, nimeen, tilikuvaan sekä muihin toimialuetietoihin. | Promoting the use of apps. Depending on the context of the string you can add familiarity to the text by using everyday words for example, PC. |

### 3.2.3   Provide how-to guidelines

| US English | Finnish target | Explanation |
|---|---|---|
| To go back and save your work, click Cancel and finish what you need to. | Jos haluat palata tallentamaan työsi, valitse Peruuta ja tallenna tarvittavat asiat. | Short and clear action using a direct way of addressing the user. |
| To confirm your current picture password, just watch the replay and trace the example gestures shown on your picture. | Voit vahvistaa kuvasalasanasi katsomalla sen uudelleen ja tekemällä sitten itse kuvassa näkyvät esimerkkieleet tai -liikkeet. | Voice is simple and natural. The user isn't overloaded with information; we tell them only what they need to know to make a decision. |

### 3.2.4   Explanatory text and support

| US English | Finnish target | Explanation |
|---|---|---|
| The updates are installed, but Windows 10 Setup needs to restart for them to work. After it restarts, we'll keep going from where we left off. | Päivitykset on asennettu, mutta Windows 10 täytyy vielä käynnistää uudelleen niiden käyttöönottamiseksi. Tämän jälkeen toiminta jatkuu normaalisti. | The language is natural, the way people talk. In this case voice is reassuring, letting the user know that we're doing the work. Use of "we" provides a more personal feel. |
| If you restart now, you and any other people using this PC could lose unsaved work. | Jos käynnistät tietokoneen uudelleen nyt, sen käyttäjät saattavat menettää tallentamattomia tietoja. | Voice is clear and natural informing the user what will happen if this action is taken. |
| This document will be automatically moved to the right library and folder | Tiedosto siirretään automaattisesti oikeaan kirjastoon ja kansioon, kun | Voice talks to the user informatively and directly on the action that will be taken. |

| after you correct invalid or missing properties. | olet korjannut väärät tai puuttuvat ominaisuudet. | |
|---|---|---|
| Something bad happened! Unable to locate downloaded files to create your bootable USB flash drive. | Tapahtui virhe. Käynnistettävän USB-muistitikun luomiseen tarvittavia ladattuja tiedostoja ei löydy. | Without complexity and using short sentences inform the user what has happened. |

# 4   Language-specific standards

Information about Finnish-specific standards, such as phone number formats, date formats, currency formats, and measurement units are available from the GoGlobal Developer Center.

## 4.1   Grammar, syntax and orthographic standards

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

### 4.1.1   Abbreviations

**Common abbreviations**

You might need to abbreviate some words in the UI (mainly buttons or options names) due to lack of space. This should always be done according to normal grammar rules.

English content uses a lot of abbreviations, which must be handled with care in the Finnish version. IT for example has a lot of established abbreviations, which are often used even in Finnish, so they can usually be used without any problems. When you use a non-established abbreviation, it's however usually best to explain what it stands for, when you mention it for the first time. Often abbreviations nonetheless must be used for space restrictions sake. When you do use abbreviations, abbreviate according to grammar rules and in a way that the readers understand the abbreviation.

List of common abbreviations:

You can find a list of common Finnish abbreviations at the website of the Research Institute for the Languages of Finland: http://www.kotus.fi/index.phtml?s=2149.

### 4.1.2 Acronyms

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

Acronyms established in Finnish (for example "laser" or "NATO") can be used as such. Uncommon acronyms should be made clear to the readers so that they'll understand their meaning. If you're unsure about the meaning of an acronym, always consult your Project Manager or Microsoft contact. Always handle acronyms according to normal Finnish grammar rules. Inflection of acronyms usually causes some problems, so make sure you pay extra attention to grammar rules on inflecting acronyms.

**Localized acronyms**

Acronyms are quite rarely localized into Finnish, and usually the English acronym is used in Finnish as well. If you intend to localize an acronym, be extra careful in making sure that the localized acronym is actually used in Finnish. Never make up your own acronyms by localizing English acronyms. Of course, Finnish acronyms (such as KELA) are used as well, but they're Finnish to begin with, not localized, and they're hardly ever localized into English for example.

| en-US source | Finnish target |
|---|---|
| DNS (Domain Name Server) | DNS-palvelin (toimialuenimipalvelin); never "TANP" (toimialuenimipalvelin) |
| HDD (stands for hard disk drive) | Kiintolevyasema (this is localized, because most users might not know what "HDD" or "HDD-asema" stands for) |

**Unlocalized acronyms**

Acronyms established in Finnish (for example "laser" or "NATO") can be used as such. Uncommon acronyms should be made clear to the readers so that they'll understand their meaning. If you unsure about the meaning of an acronym, always consult your Project Manager or Microsoft contact. Always handle acronyms according to normal Finnish grammar rules. Inflection of acronyms usually causes some problems, so make sure you pay extra attention to grammar rules on inflecting acronyms.

Example:

| en-US source | Finnish target |
|---|---|
| NATO members | Naton jäsenmaat (acronym inflected according Finnish grammar, and capitalized also according to common Finnish usage) |

### 4.1.3 Adjectives

In Finnish, handle adjectives according to normal Finnish grammar rules.

| en-US source | Finnish target | Comments |
|---|---|---|
| This magnificent application is currently only available to our European users. | Tämä hieno sovellus on toistaiseksi vain eurooppalaisten käyttäjiemme käytettävissä. | Basic grammar rules regarding adjectives should be adhered to in translating adjectives (i.e. nationalities in small caps). |
| This incredible application is available for free for our most valued customers. | Tämä upea sovellus on arvostetuimpien asiakkaidemme saatavilla ilmaiseksi. | In English, adjectives are often quite "superlative," and sometimes it might be a good idea to "downplay" them a little bit, since a direct translation might make the translation sound a bit "un-Finnish." However, always bear in mind the target audience and handle adjectives accordingly. |

**Possessive adjectives**

The frequent use of possessives is a feature of English language. In Finnish, possessive adjectives are handled according to normal grammar rules. However, if a sentence contains a lot of possessive adjectives, it's not necessary to translate them all as possessive adjectives, since this may make the translation seem odd or funny in Finnish.

| en-US source | Finnish target | Comments |
|---|---|---|
| You can sign into your application with your credentials, which you receive in your Welcome e-mail. | Voit kirjautua sovellukseen tunnistetiedoilla, jotka saat tervetuloviestissä. | Translating all possessive adjective of the English source as possessive adjectives in Finnish makes the translation sound unnatural. Often you can do without them, but you should not, however, treat this as an instruction not to use them at all. Use common sense. |

## 4.1.4 Capitalization

Capitalization follows normal Finnish grammar rules and recommendations (first word of the sentence and proper nouns are capitalized). The English Style of capitalization must not be imitated! The English language tends to overuse capitals, but in Finnish we should try to avoid the modern common trend of overusing capitals. Normal rules for capitalization must be followed, regardless of the source capitalization. You can find more info on capitalization in the Nykysuomen käsikirja.

| en-US source | Finnish target | Comments |
|---|---|---|
| You can usually find useful info in the User Manuals and Help content. | Saat yleensä hyödyllisiä tietoja käyttöoppaista ja ohjesisällöstä. | Capitalization is copied from English unnecessarily; User Guides and Help content are referred to generically, so there's no need to copy their capitalization. |
| To install the application: Click on setup.exe. | Sovelluksen asentaminen: napsauta setup.exe-tiedostoa. | Basic grammar error, so this is a Sev 2 error. When there's only one sentence after a colon, it should not start with a capital letter in Finnish. |

## 4.1.5 Cases

The inflection and cases of some words allow for several possible alternative forms. Below is a list of some words' recommended cases and inflection. If you're unsure about the case of a word, consult the Kielitoimiston sanakirja.

| Word | Cases |
|---|---|
| asema | asemassa, asemasta, asemaan |
| leikepöytä | leikepöydällä, leikepöydältä, leikepöydälle |
| levy | levyllä, levyltä, levylle |
| lomake | lomakkeessa, lomakkeesta, lomakkeeseen |
| nauha | nauhassa, nauhasta, nauhaan |
| näyttö | näytössä, näytöstä, näyttöön |

| | |
|---|---|
| näyttöruutu | näyttöruudussa, näyttöruudusta, näyttöruutuun |
| osio | osiossa, osiosta, osioon |
| palvelin | palvelimessa, palvelimesta, palvelimeen |
| sivu | sivulla, sivulta, sivulle |
| sivusto | sivustossa, sivustosta, sivustoon |
| tietokone | tietokoneessa, tietokoneesta, tietokoneeseen |
| tilarivi | tilarivillä, tilariviltä, tilariville |
| toimialue | toimialueella, toimialueelta, toimialueelle |
| tulostin | tulostimessa, tulostimesta, tulostimeen |
| työkalurivi | työkalurivillä, työkaluriviltä, työkaluriville |
| työpöytä | työpöydällä, työpöydältä, työpöydälle |
| valikko | valikossa, valikosta, valikkoon |
| valikkorivi | valikkorivillä, valikkoriviltä, valikkoriville |
| viivain | viivaimella, viivaimelta, viivaimelle |
| vyöhyke | vyöhykkeessä, vyöhykkeestä, vyöhykkeeseen |
| välilehti | välilehdessä, välilehdestä, välilehteen |

### 4.1.6   Compounds

Compounds should be understandable and clear to the user. Avoid overly long or complex compounds. Keep in mind that unintuitive compounds can cause intelligibility and usability issues.

In Finnish, the meaning of a compound word may be different from the meaning of a phrase consisting of the same components. Take this difference into account and use the correct form.

| en-US source | Finnish target | Comments |
|---|---|---|
| Identity Federation Management tool | Tunnistetietojen yhdistämisen hallintatyökalu | A very long single-word compound would be difficult to understand. |
| You must install the Windows Server 2008 R2 operating system. | Sinun on asennettava Windows Server 2008 R2 -käyttöjärjestelmä. | When the compound has several words, there has to be a space after the compound and before the hyphen. |
| User Name | Käyttäjänimi | The meaning of a compound word may be different from the meaning of a phrase consisting of the same components. |

### 4.1.7   Compound words

For grammatical or inflection purposes, you may need to form a compound word of proper names of products, features, objects, menus, commands, dialog box elements, icons, etc. (to add a stem/head element that describes the object the name refers to). In general, English text doesn't use this kind of additions. However, note that you can often inflect such proper names directly which improves readability in many cases. The right option depends on the context. If you feel that inflection is clear enough, use it. But if you feel that a descriptive or inflexible element is needed, form a compound word. Forming a compound word is especially necessary when a whole phrase needs to be inflected—then inflect only the last word and leave the proper name as it's used in the user interface.

This also applies to strings with placeholders, where the object eventually replacing the placeholder can't be inflected. Compounds should also be formed by adding a stem element (both in software and in UA), where inflection suffix can't be used due to the fact that you don't know what the placeholder is, or if the placeholder has several possible entries.

| en-US source | Finnish target | Comments |
|---|---|---|
| In the Task Bar click Show hidden icons and then select Safely remove hardware | Napsauta ensin tehtäväpalkin Näytä piilotetut kuvakkeet -painiketta ja sitten Poista laite turvallisesti -kuvaketta. | "Tehtäväpalkki" can be inflected, since it's a very common UI component the users are expected to know. Using a modifier with it would make the sentence seem unnatural. However, the button names should not be inflected, because they should appear exactly as in the UI, so that the user knows what to do. |

| When a user account is deleted, all data for that user is deleted from <token>MO_SharePointOnline_2nd</token>. | Kun poistat käyttäjätilin, kaikki kyseisen käyttäjän tiedot poistetaan <token>MO_SharePointOnline_2nd</token>sta. | In this case - which is very rare - it was known, that the placeholder will only be "SharePoint Online" (and the text formatting will be the same as in the other parts), so the placeholder can be inflected to improve fluency. However, this can only be done in situations like this. |
|---|---|---|
| {0} can't be translated to a security identifier. | Kohdetta {0} ei voi kääntää suojaustunnukseksi. | Placeholder is unknown, so a modifier is required. |

### 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 "colloquialism").

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

- Don't attempt to replace the source colloquialism with a Finnish colloquialism that fits the same meaning of the particular context unless it's a perfect and natural fit for that context.
- Translate the *intended* meaning of the colloquialism in the source text (not the literal translation of the original colloquialism in the source text), but only if the colloquialism's meaning is an integral part of the text that can't be omitted.
- If the colloquialism can be omitted without affecting the meaning of the text, omit it.

| en-US source | Finnish target |
|---|---|
| With Office 365 you can get the job done in no time. | Office 365:llä työnteko sujuu entistä nopeammin. |

### 4.1.9   Nouns

**General considerations**

Adhere to normal Finnish grammar rules. Rules and recommendations are not listed here, as localizers are expected to know these general grammar rules. You can get more information from the publications listed in the Recommended style references section.

**Inflection**

Adhere to normal Finnish grammar rules. Rules and recommendations are not listed here, as localizers are expected to know these general grammar rules. You can get more information from the publications listed in the Recommended style references section.

**Plural formation**

Adhere to normal Finnish grammar rules. Rules and recommendations are not listed here, as localizers are expected to know these general grammar rules. You can get more information from the publications listed in the Recommended style references section.

Translation of English phrases, that allow both singular and plural forms at the same time, should generally be changed into the plural form. This way there is no danger of confusing noun/verb endings in the statement.

Example:

| en-US source | Finnish target |
|---|---|
| There are errors on the page(s). | Sivuilla on virheitä. (not "sivu(i)lla") |

## 4.1.10 Numbers

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

In Finnish numbers from 1 to 10 are written as words when used in running text. Depending on the context, however, they can also be written with numbers, but the recommendation is to write them as words in running text. Round numbers and figures are also often written as words when the accuracy of the number is not that relevant.

Examples:

Juhlassa oli noin sata henkeä.

Määräys koskee satojatuhansia yrittäjiä.

Also pay attention to the style of the text you're translating. In technical specifications, number forms are usually preferred whereas in more creative content word forms might suit better.

A good reference for all linguistic and grammatical issues related to numbers and figures and their usage in Finnish is Kielikello 2/2006 (starting from page 58).

### 4.1.11 Prepositions

Be aware of proper preposition use in translations. Many translators, influenced by the English language, omit them or change the word order. However, in Finnish, this not really a problem as long as you translate the source accurately.

For the Microsoft voice, use of prepositions is another way to help convey a casual or conversational tone. Starting or ending a sentence with a preposition is acceptable practice in conveying Microsoft voice.

Translation of prepositions into Finnish should not pose problems in most instances. Just follow grammar rules and stay true to the intended meaning.

### 4.1.12 Pronouns

Adhere to normal Finnish grammar rules. Grammar rules and recommendations are not listed here, as localizers are expected to know these general grammar rules. You can get more information from the publications listed in the [Recommended style references](#) section.

In Finnish, the reader is referred to directly ("sinuttelu" in Finnish) by the second person singular form. The reader is not referred to by the second person plural form ("teitittely" in Finnish). Personal pronouns "sinä" and "te" should be used sparingly. Pronouns "you" or "your" can often be left untranslated. Person can often be indicated instead with a personal suffix.

When personal pronouns are used, they are not capitalized. An exception to this can be made End User License Agreements, where "User" or "Client" can be capitalized, but this is not mandatory. Consistency in the whole document should be maintained though.

The first person singular is to be used only when addressing the reader. In other instances, the English You structure can be translated as a passive form as a generic third person singular form.

In Finnish, "we" can be used similarly to describe a recommendation by the Microsoft product or service or the company itself. But when "we" is more likely to describe an action by the computer or service, use another solution. For example, see below the sentence "we can't find a printer," which would sound a bit funny in Finnish as "emme löydä tulostinta."

In Finnish, "user" may be used when referring to other users or users in general, but the resulting tone should be considered.

| en-US source | Finnish target | Comments |
|---|---|---|
| If you want configure the settings individually, you must choose Custom Installation. | Jos haluat määrittää asetukset yksitellen, sinun on valittava Mukautettu asennus. | The user should be addressed directly, and "you" not used if not absolutelynecessary. |
| If you want configure the settings individually, you must choose Custom Installation. | Jos haluat määrittää asetukset yksitellen, sinun on valittava Mukautettu asennus. | The active form should be preferred in instructions. |
| If you want configure the settings individually, you must choose Custom Installation. | Jos haluat määrittää asetukset yksitellen, sinun on valittava Mukautettu asennus. | A personal suffix will do, no need to use "you" in Finnish. |
| We can't find the printer. | Tulostinta ei löydy. | "We" should not be translated literally, because of stylistic issues (computer systems, software etc.) are not referred to as "we," and the passive can be used in error messages and other similar strings. |

## 4.1.13 Punctuation

Adhere to normal Finnish grammar rules in all punctuation. All grammar rules and recommendations are not listed here in the sections below, as localizers are expected to know these general grammar rules. You can get more information from the publications listed in the Recommended style references section. However, there are some additional instructions and exampled provided for the following punctuation issues.

- Don't use abbreviations!
- Don't use semicolons too much. Often two shorter sentences are better and easier to read.
- Don't overuse exclamation points. Choose stronger words.
- An en dash adds fluid emphasis—and it's more casual than a colon.
- Question marks should be used judiciously. Always remember that the sentence has to contain a question word, if you're going to use a question mark.
- Remember the basic rules of Finnish grammar. Don't imitate the source!
- Quotation marks are often used in English. In Finnish, you should only use them with actual quotes.

**Bulleted lists**

When localizing bulleted lists or lists in general, you can almost never translate them directly, since there are very strict grammar rules for lists in Finnish. So always make sure that all localized lists follow Finnish grammar rules, and are not literally translated. You can find detailed instructions on the grammar rules regarding lists from the publications listed in the Recommended style references section.

**Comma**

Adhere to normal Finnish grammar rules in the usage of comma. All grammar rules and recommendations are not listed here in the sections below, as localizers are expected to know these general grammar rules. You can get more information from the publications listed in the Recommended style references section. Non-finite clauses are naturally not separated by a comma.

**Colon**

Use colons according to normal Finnish grammar rules. Also note the following examples, which often lead to mistakes.

Example:

| US English | Finnish target | Comment |
|---|---|---|
| To install the software: Click on setup.exe. Complete Wizard. | Ohjelmiston asennus: Napsauta setup.exe-tiedostoa. Suorita ohjattu toiminto. | If there's more than one sentence after the colon, all sentences should start with a capital letter. If there's just one sentence after the colon, it should not start with a capital letter. |

**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. In Finnish, the hyphen is used in a similar manner. Always follow applicable grammar rules when using a hyphen in Finnish.

**En dash**

The en dash is used as a minus sign, usually with spaces before and after. In Finnish, the en dash is used in a similar manner.

In English, 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.

In Finnish, the en dash is used as "ajatusviiva." The em dash must not be used for this purpose! Always follow all Finnish grammar rules when using the en dash in Finnish. In Finnish, there should be a space on both sides of the en dash, when used as an "ajatusviiva" in a sentence. When the en dash is used in number ranges, there should not be spaces around it.

Examples:

| US English | Finnish target | Comment |
|---|---|---|
| Save as Dialog | Tallenna nimellä - valintaikkuna | The en dash should not be used in compound words, the hyphen must be used. |
| –15°C | –15 °C | The hyphen should not be used as a minus sign. There also needs to be a space between the number and the °C part. |
| Save — With this command, you can you're your work | Tallenna – tällä komennolla voit tallentaa työsi. | The em dash should not be used as an "ajatusviiva" in a sentence. En dash should be used. The latter part should also not be capitalized |

**Em dash**

The em dash should only be used to emphasize an isolated element or introduce an element that's not essential to the meaning conveyed by the sentence. In Finnish, the em dash should not be used. The hyphen and the en dash are to be used according to their various respective uses.

**Quotation marks**

Quotation marks are used in English far more often than in Finnish.

In English, both single and double quotation marks are used. However, in Finnish, neither of the English quotation mark styles are to be used. Research Institute for the Languages of Finland recommends using the so-called right double curved quotes (") (Unicode name: RIGHT DOUBLE QUOTATION MARK; Unicode hexadecimal (decimal): 201D (8221); HTML: &rdquo;). The opening and the closing quotation marks are identical in Finnish, so this same character is used in opening and closing a quote. If for some reason these quotation marks can't be used, since some localization tools might not be able to produce them, you can also use the so-called straight quotation marks (") (Unicode name: QUOTATION MARK; Unicode hexadecimal (decimal): 0022 (0034); HTML: &quot;). These also have an identical opening and closing quotation mark. The important thing is that the opening and the closing quote mark are identical, unlike in English.

English tends to "overuse" quotation marks, so you should not always copy them to Finnish. Consider whether the entry actually needs them, whether it's "quote-like." Sometimes you can omit the quotes in Finnish.

Always follow all Finnish grammar rules related to quotes.

| en-US source | Finnish target | Comments |
| --- | --- | --- |
| According to Bill Gates, "Microsoft is doing well." | Bill Gates sanoi: "Microsoftilla menee hyvin." / Bill Gates sanoi: "Microsoftilla menee hyvin." | The English quotation marks should be replaced with the Finnish ones. The first option is the preferred method. If those quotation marks can't be used, the straight quotation marks can be used. Usage must always be consistent in the whole product, document, etc.! |
| You can "burn" the images to a CD. | Voit tallentaa kuvat CD:lle. | You don't always have to copy the quotes into Finnish, if the quotes are not really needed. They are used in English far more than in Finnish. |

In US source strings, you may find software references surrounded by English quotation marks. Don't enclose software references in quotes in Finnish.

Example:

| US English | Finnish target |
| --- | --- |
| Click "Save." | Valitse Tallenna. |

**Parentheses**

In English, there is no space between the parentheses and the text inside them. The same applies to Finnish. If the text inside the parentheses is a full sentence, it starts with a capital letter and ends in a full stop inside the parentheses. If the text is not a full sentence, it does not start with a capital letter or end in a full stop.

Example:

| US English | Finnish target |
|---|---|
| Click here for more details (You will receive the information an e-mail). | Saat lisätietoja napsauttamalla tätä. (Saat tiedot sähköpostitse.) OR Saat lisätietoja napsauttamalla tätä (saat tiedot sähköpostitse). |

## 4.1.14 Sentence fragments

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

In Finnish, sentence fragments or sentences without a verb may sound too colloquial, mechanical or rude. Often a readable and friendly tone is achieved with plain language and simple word choices. Fragments can still be used for emphasis or readability.

| US English source text | Finnish long form | Finnish sentence fragment |
|---|---|---|
| Do the following to install the software on your local system: | Asenna ohjelmisto paikalliseen järjestelmään toimimalla seuraavasti: | Ohjelmiston asennus paikalliseen järjestelmään: |
| Do you want to cancel the event? | Haluatko peruuttaa tapahtuman? | Peruutetaanko tapahtuma? |

## 4.1.15 Symbols & nonbreaking spaces

Trademark and Copyright symbols (®, ™, and ©)

If a word that has a trademark or a copyright symbol has to be inflected in Finnish, the symbol is placed after the suffix used for inflection. However, inflection of such words should be avoided if possible.

Example:

| US English | Finnish target |
|---|---|
| This is a Microsoft® Proprietary Technology. | Tämä on patentoitu Microsoft®-tekniikka. |

## 4.1.16 Verbs

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

Active verb forms should be preferred. Noun structures make sentences heavier and make reading more difficult. Noun structures can, however, be used in messages (from the computer), if you want to avoid a passive form in situations where the logical agent is not a person, but a program or such (more information on this in the Personification section). The passive form can nonetheless be used as well. Passive can also be used for example when referring to the general characteristics of a program (for example in User Guides' introductions).

You should avoid starting sentences with verbs in the second person singular form. In introductions, these can be replaced by a passive form. Otherwise, use another active form with the verb can. When you give instructions, use the imperative form.

Verb forms in titles and list headings are often in the infinitive form. Usually the best way to translate these is to use a "-minen" form. If titles and headings are, however, in the imperative form, they can sometimes be translated in the imperative form as well. Especially in software translations it might be difficult to know if a string is the actual command or the title of a window, since they can be in identical form, so titles like these should be translated in the imperative form in software translations. In documentation, imperative form titles and headings can nonetheless be translated with a -minen form as long as the translations are consistent (i.e. all in the -minen form or in the imperative form).

Continuous operations are usually expressed in English with a gerund, which can be translated into Finnish usually with a "-minen" verb (in headings and such) or with a passive form (messages from the computer).

English texts tend to use the infinitive form quite a lot (for example "To create a document..."). You can use a similar structure in Finnish as well. Sentences like this usually state the objective first ("To create a document") and then the steps to achieve it ("click New document"). You can translate these structures into Finnish with a non-finite clause or a subordinate clause.

| US English source text | Finnish use of verb tense | Comments |
|---|---|---|
| When installing the program, please close all other applications. | Sulje kaikki muut sovellukset, kun asennat ohjelman | Active forms should be used when possible and suitable |
| File can't be saved | Tiedostoa ei voida tallentaa | Passive form can be used in error messages. Chancing the structure of strings to the active form could often confuse the user. |
| Save changes by clicking Apply. | Tallenna muutokset valitsemalla Käytä. | Use the imperative form when giving instructions. |

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

The general style should be clear, friendly and concise. However, being friendly does not mean using overly colloquial language; always maintain a professional tone. In order to appeal to the intended audience of the Microsoft Voice, use contemporary, up-to-date style and terminology, close to what people actually say in everyday settings rather than the formal, technical language that's often used for technical and commercial content.

In order to ensure that you're using current terminology and phrases, always check the Microsoft Language Portal. Consistent use of Microsoft approved terminology in all localized products is one of the major factors in achieving required quality of the localized products. Also familiarize yourself with any possible prior releases or prior versions.

## 5.1   Accessibility

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

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

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

## 5.2  Applications, products, and features

Product and application names are often trademarked or may be trademarked in the future and are therefore rarely translated. Occasionally, feature names are trademarked, too (for example, IntelliSense™). Before translating any application, product, or feature name, verify that it's in fact translatable and not protected in any way. This information can be obtained here.

When localizing Microsoft content, you often come across various product, feature, and component names. In order to ensure the consistency and high quality of translated content, it's important to know how to deal with such names.

When you come across a name of a product, feature or a component, you should do the following:

- Check if the product name (or the feature name or the component name) is localizable or not. If the localizability of product, feature, and component names has not been specified to you, consult your Microsoft contact for instructions.
- If the name is localizable, you should check if the product (or the feature or the component) has been previously translated in earlier projects or the Microsoft Language Portal. If it has been translated, use the existing translation.
- If the name is localizable and it has not been previously translated and it can't be found in any of the terminology databases, make query for it with your Project Contact and include your translation suggestion

In Finnish, product and feature names will often have to be inflected. Always pay extra attention to inflecting product or feature names, so that the actual name is always clear to the user. Use modifiers if necessary.

**Version numbers**

Version numbers always contain a period (for example, "versio 4.2").

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

## 5.3  Trademarks

Trademarked names and the name Microsoft Corporation shouldn't be localized unless local laws require translation and an approved translated form of the trademark is available. A list of Microsoft trademarks is here.

## 5.4   Geopolitical concerns

Part of the cultural adaptation of the US-product to a specific market is the resolution of geopolitical issues. While the US-product is 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 are present

Some issues are easy to verify and resolve. The localizer should have the most current information available. Maps and other graphical representations of countries/regions should be checked for accuracy and existing political restrictions. Country/region, city, and language names change on a regular basis and should 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, and body and hand gestures.

## 5.5   Software considerations

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

### 5.5.1   Error messages

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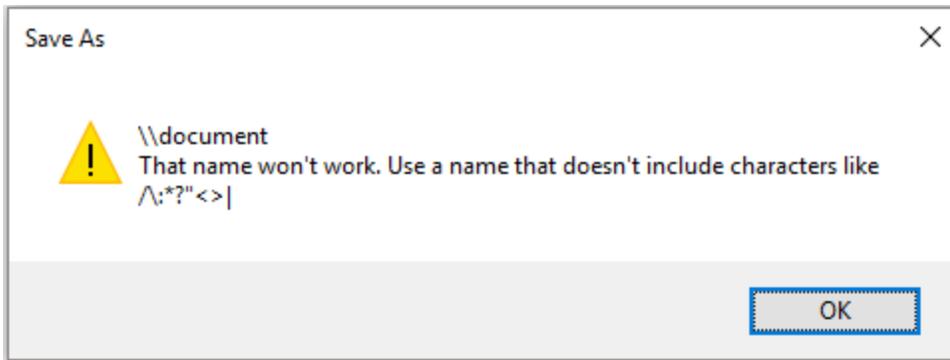
Error messages are messages sent by the system or a program, informing the user of an error that must be corrected in order for the program to keep running. The messages can prompt the user to take action or inform the user of an error that requires restarting the computer.

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

| en-US source | Finnish target | Comments |
|---|---|---|
| Oops, that can't be blank... | Tämä ei valitettavasti voi olla tyhjä... | The English source style with "oops" is too colloquial in Finnish, and needs to be toned down. |
| Not enough memory to process this command. | Muisti ei riitä tämän komennon käsittelyyn. | Direct & concise |

**Finnish style in error messages**

Use consistent terminology and language style in the localized error messages, and not just translate them as they appear in the US product. Error messages are usually translated in the passive form, but this is not an absolute requirement. If the source is in the active voice, it can be translated similarly

**Standard phrases in error messages**

These phrases commonly occur in error messages. When you translate them, try to use the provided target phrases. However, feel free to use other ways to express the source meaning if they work better in the context. When translating usual phrases, standardize. Note that sometimes the source uses different forms to express the same thing. Try to avoid this in Finnish, if the meaning is the same.

Examples:

| en-US source | Finnish target |
|---|---|
| Can't save<br>Could not save | Tallennus ei onnistu<br>Tallennus ei onnistunut |
| Failed to open file | Tiedoston avaaminen ei onnistu |
| Can't find the file<br>Could not find the file<br>Unable to find the file<br>Unable to locate the file | Tiedostoa ei löydy |
| Not enough memory<br>Insufficient memory<br>There is not enough memory<br>There is not enough memory available | Muisti ei riitä |
| … is not available<br>… is unavailable | ei ole käytettävissä |

**Error messages containing placeholders**

When localizing error messages containing placeholders, try to anticipate 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. Often placeholders will, however, not be known or the placeholder can be replaced by a variety of items. In these cases, you should usually use modifiers. This approach usually makes the translation sound quite unnatural, but sometimes it can't be helped. But you should always try to find what the placeholder will be. Note that the letters used in placeholders convey a specific meaning.

Examples:

%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."

## 5.5.2   Keys

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

Key Names

| English key name | Finnish key name |
|---|---|
| Alt | Alt |
| Backspace | askelpalautin |
| Break | Break |
| Caps Lock | Caps Lock |
| Ctrl | Control |
| Delete | Delete |
| Down Arrow | alanuoli |
| End | End |
| Enter | Enter |
| Esc | Esc |
| Home | Home |
| Insert | Insert |
| Left Arrow | vasen nuoli |
| Num Lock | Num Lock |
| Page Down | Page Down |
| Page Up | Page Up |
| Pause | Pause |
| Right Arrow | oikea nuoli |
| Scroll Lock | Scroll Lock |

| English key name | Finnish key name |
|---|---|
| Shift | vaihto |
| Spacebar | välilyönti |
| Tab | sarkain |
| Up Arrow | ylänuoli |
| Windows key | Windows-näppäin |
| Print Screen | Print Screen |
| Menu key | valikkonäppäin |

### 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.
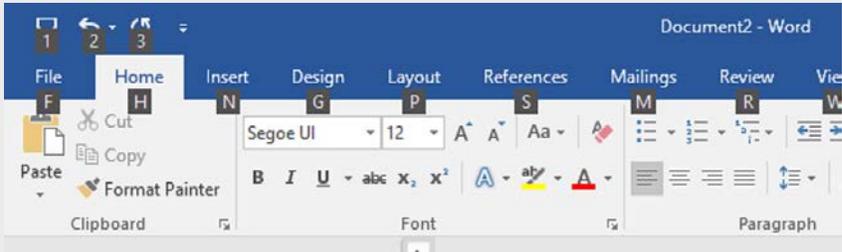
When you're localizing strings containing keyboard shortcuts, be aware that these strings are likely to appear in dialog boxes, menu options and commands. They often show up as names of buttons or something similar and should be translated according to rules described in instructions for software UI components. If possible, try to keep the same keyboard shortcuts as in the English source. However, usually this is impossible, so keyboard shortcuts will have to be assigned to different characters. Always remember to check that keyboard shortcuts are consistent and that there are no conflicting keyboard shortcuts (same keyboard shortcut assigned to more than one function).
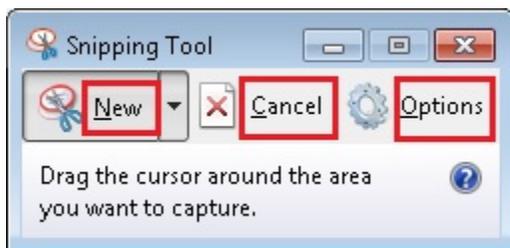
| Keyboard shortcuts special options | Usage: Is it allowed? |
|---|---|
| "Slim characters", such as I, l, t, r, f can be used as keyboard shortcuts | yes, but not encouraged |
| Characters with downstrokes, such as g, j, y, p and q can be used as keyboard shortcuts | yes, but not encouraged |
| Extended characters can be used as keyboard shortcuts | yes, but not encouraged |
| An additional letter, appearing between brackets after item name, can be used as a keyboard shortcut | no |
| A number, appearing between brackets after item name, can be used as a keyboard shortcut | no |
| A punctuation sign, appearing between brackets after item name, can be used as a keyboard shortcut | no |
| Duplicate keyboard shortcuts are allowed when no other character is available | no |
| No keyboard shortcut is assigned when no more characters are available (minor options only) | yes |

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

| Term | Usage |
|---|---|
| **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.<br><br>Example: F in Alt+F<br><br>Example in UI localization: H&ome |

| | |
|---|---|
| | <br><br>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.<br><br>In UI localization, the key tip is the last character present in the strings after the "`" character.<br><br>Example: In UI localization Home`H<br><br> |
| 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.<br><br>Example: Ctrl+N, Ctrl+V<br><br>In keyboard shortcuts, most shortcut keys are used with the Ctrl key.<br><br>Ctrl+letter combinations and function keys (F1 through F12) are usually the best choices for shortcut keys. |

### 5.5.4  Arrow keys

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

### 5.5.5 Numeric keypad

Avoid distinguishing numeric keypad keys from the other keys, unless it's required by a given application. If it's not obvious which keys need to be pressed, provide necessary explanations.

### 5.5.6 Shortcut keys

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

**Standard shortcut keys**

| US command | US English shortcut key | Finnish command | Finnish shortcut key |
|---|---|---|---|
| **General Windows and Office shortcut keys** | | | |
| Help window | F1 | Ohje-ikkuna | F1 |
| Context-sensitive Help | Shift+F1 | Tilannekohtainen Ohje-ikkuna | Vaihto+F1 |
| Display pop-up menu | Shift+F10 | Näytä ponnahdusvalikko | Vaihto+F10 |
| Cancel | Esc | Peruuta | Esc |
| Activate\Deactivate menu bar mode | F10 | Ota valikkorivitila käyttöön tai poista se käytöstä | F10 |
| Switch to the next primary application | Alt+Tab | Siirry seuraavaan sovellukseen | Alt+Sarkain |
| Display next window | Alt+Esc | Näytä seuraava ikkuna | Alt+Esc |
| Display pop-up menu for the window | Alt+Spacebar | Näytä ikkunan ponnahdusvalikko | Alt+Välilyönti |
| Display pop-up menu for the active child window | Alt+- | n/a | n/a |

| US command | US English shortcut key | Finnish command | Finnish shortcut key |
|---|---|---|---|
| Display property sheet for current selection | Alt+Enter | Näytä nykyisen valinnan ominaisuudet | Alt+Enter |
| Close active application window | Alt+F4 | Sulje käytössä oleva sovellusikkuna | Alt+F4 |
| Switch to next window within (modeless-compliant) application | Alt+F6 | Siirry saman sovelluksen seuraavaan ikkunaan | Alt+F6 |
| Capture active window image to the Clipboard | Alt+Prnt Scrn | Kopioi ruutukuva valitusta sovelluksesta leikepöydälle | Alt+Prnt Scrn |
| Capture desktop image to the Clipboard | Prnt Scrn | Kopioi ruutukuva koko näytöstä | Prnt Scrn |
| Access Start button in taskbar | Ctrl+Esc | Siirry Käynnistä-valikkoon | Ctrl+Esc |
| Display next child window | Ctrl+F6 | Näytä seuraava ali-ikkuna | Ctrl+F6 |
| Display next tabbed pane | Ctrl+Tab | Näytä ruudun seuraava välilehti | Ctrl+Sarkain |
| Launch Task Manager and system initialization | Ctrl+Shift+Esc | Käynnistä tehtävienhallinta | Ctrl+Vaihto+Esc |
| **File menu** | | | |
| File New | Ctrl+N | Uusi tiedosto | Ctrl+N |
| File Open | Ctrl+O | Avaa tiedosto | Ctrl+O |
| File Close | Ctrl+F4 | Sulje tiedosto | Ctrl+F4 |
| File Save | Ctrl+S | Tallenna tiedosto | Ctrl+S |
| File Save as | F12 | Tallenna nimellä -toiminto | F12 |

| US command | US English shortcut key | Finnish command | Finnish shortcut key |
| --- | --- | --- | --- |
| File Print Preview | Ctrl+F2 | Tulostuksen esikatselu | Ctrl+F2 |
| File Print | Ctrl+P | Tulosta tiedosto | Ctrl+P |
| File Exit | Alt+F4 | Sulje tiedosto | Alt+F4 |
| **Edit menu** | | | |
| Edit Undo | Ctrl+Z | Kumoa muokkaus | Ctrl+Z |
| Edit Repeat | Ctrl+Y | Tee uudelleen | Ctrl+Y |
| Edit Cut | Ctrl+X | Leikkaa | Ctrl+X |
| Edit Copy | Ctrl+C | Kopioi | Ctrl+C |
| Edit Paste | Ctrl+V | Liitä | Ctrl+V |
| Edit Delete | Ctrl+Backspace | Poista | Ctrl+Backspace |
| Edit Select All | Ctrl+A | Valitse kaikki | Ctrl+A |
| Edit Find | Ctrl+F | Etsi | Ctrl+F |
| Edit Replace | Ctrl+H | Etsi ja korvaa | Ctrl+H |
| Edit Go To | Ctrl+B | Siirry | Ctrl+G |
| **Help menu** | | | |
| Help | F1 | Ohje-ikkuna | F1 |
| **Font format** | | | |
| Italic | Ctrl+I | Kursivointi | Ctrl+I |
| Bold | Ctrl+G | Lihavointi | Ctrl+B |
| Underlined\Word underline | Ctrl+U | Alleviivaus | Ctrl+U |
| Large caps | Ctrl+Shift+A | Isot kirjaimet | Ctrl+Vaihto+A |

| US command | US English shortcut key | Finnish command | Finnish shortcut key |
|---|---|---|---|
| Small caps | Ctrl+Shift+K | Muuta kaikki kirjaimet kapiteelikirjaimiksi | Ctrl+Vaihto+K |
| **Paragraph format** | | | |
| Centered | Ctrl+E | Tasaa keskelle | Ctrl+E |
| Left aligned | Ctrl+L | Tasaa vasemmalle | Ctrl+J |
| Right aligned | Ctrl+R | Tasaa oikealle | Ctrl+R |
| Justified | Ctrl+J | Tasaa molempiin reunoihin | Ctrl+L |

### 5.5.7   English pronunciation

### 5.5.7.1   General rules

Generally speaking, English terms and product names left unlocalized in target material should be pronounced the English way. For instance, "Microsoft" must be pronounced the English way. However, if your language has an established pronunciation for a common term (such as "server"), use the local pronunciation. Pronunciation can be adapted to the Finnish phonetic system if the original pronunciation sounds very awkward in Finnish.

| Example | Phonetics | Comment |
|---|---|---|
| SecurID | [sɪˈkjuər aɪ diː] | Pronounced as in English, because Finnish pronunciation would sound odd. |
| .NET | [dot net] OR [piste net] | Can be pronounced in a Finnish way as well. |
| Skype | [skaip] | Product names should be pronounced the way they are pronounced in the source language as per the Style Guide. |

**Acronyms and abbreviations**

For example, the following acronyms are pronounced like real words, adapted to the local pronunciation:

| Example | Phonetics |
|---------|-----------|
| RADIUS | ˈrɑ.di.us |
| RAS | ˈrɑs |
| ISA | ˈiː ˈæs ˈɑː |
| LAN | ˈlɑn |
| WAN | ˈʋɑn |
| MAPI | ˈmɑ.pi |
| SQL | ˈæs.kuː.æl |
| POP | ˈpop |
| URL | ˈuː ˈær ˈæl |

Other abbreviations are pronounced letter by letter.

| Example | Phonetics |
|---------|-----------|
| ICMP | ˈiː ˈseː ˈæm ˈpe |
| IP | ˈiː.peː |
| TCP/IP | ˈteː.seː.peː ˈiː.peː |
| XML | ˈæks.æm.æl |
| HTML | ˈhoː.teː.æm.æl |
| OWA | ˈoː ˈʋeː ˈɑː |
| SQL | ˈæs.kuː.æl |

**URLS**

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

"www" should be pronounced as veeveevee.

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

| Example | Phonetics | Comment |
|---|---|---|
| http://www.microsoft.com/fi | ˈʋeː.ʋeː.ʋeː ˈpis.te ˈmik.ro.soft ˈpis.te ˈkom ˈkɑutːa ˈfin | Pronounced in the Finnish style |

### 5.5.7.2   Punctuation marks

Most punctuation marks are naturally implied by the sound of voice, for example, ? ! : ; ,

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

### 5.5.7.3   Special characters

Pronounce special characters such as / \ ˘ < > + - using the approved Finnish translations.