

K'iche' Style Guide

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What's New?

Last Updated: February 2012

New Topics

All content is new.

- n/a

Updated Topics

The following topics were updated:

February, 2012

- Keys – subsection [Key Names](#) added

Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.

About This Style Guide

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

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

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

Scope of This Document

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

Style Guide Conventions

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

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

References to interface elements really only refer to translatable texts associated with those interface elements. Example translations in this document are only intended to illustrate the point in question. They are not a source of approved terminology. [Microsoft Language Portal](#) can be used as reference for approved terminology.

Sample Text

UTZ'UQIK, UWOKIKXUQUJE' UPATANIXIK LE MAYAB' TIJONIK

RUK' LE MAYAB' PIXAB'ANIK PA TAQ TIJOB'AL

Ajtz'ib': Tz'unun K'iche'

Ajtij: URL, Tinamit K'iche'

Wachib'al: Ajb'atz' Enlace Quiché

Pa we Mayab' k'aslemal, k'o jun kilik, kitijoxik xuquje' kipixab'axik le qawinaqil, ri kmajtaj loq kuk' le nan tat pa ja k'olib'al, ktaqex pa le komon xuquje' pa le tinamit. Konojel le winaq ketob'an che ri tijonik xuquje' ri pixab'anik chi kech le uwinaqil jun komon juyub' xuquje' jun tinamit rech qas are kkib'an ri ya'tal pa ri kik'aslemal. Rech qas utz kuriqa uk'aslemal jun winaq pa le Mayab' k'aslemal rajawaxik ktijoxik xuquje' kpixab'axik.

We keb' tzij ri', we keb' chak ri', rajawaxik ktaqex upatanixik pa le tijob'al rech le tijoxelab' k'o ri kketa'maj xuquje' e pixab'atalik. K'i taq le tijob'al e k'o kamik che kkik'ut le qatzij, le qano'jib'al, le qapetik xuquje' le kipetik le jupuq qajil qatz'aqat pa we qatinamit Paxil Kayala', xa are k'ut man e pixab'atal taj, rumal la' kjech'i' le kib'e le kik'aslemal.

Le tijonik, kuya la' xaq pachinaq kb'anowik, man je' ta kk'ulmataj ruk' le pixab'anik. Jun winaq kpixab'anik rajawaxik nab'e kub'an rutzil le uk'aslemal, kuta kuyb'al umak chi kech le ajil tz'aqat xuquje' chech le Qajaw. We man kqab'an wa' xaq qak'ixib'al kquesaj chi kiwach le qawinaqil, xa rumal chi le qatzij, qano'jib'al man kukem ta rib' ruk' le kqab'an pa le qak'aslemal. Rumal wa' kqata mayij toq'ob' chi kech le ajtijab' pa taq le jalajoj taq tijob'al man xuwi ta kekitijoj le tijoxelab' pa uwi' le jastaq rajawaxik xuquje' kepixab'anik.

Le pixab'anik are la' le jupaj kapaj tzij pixab' ri kya chi kech le tijoxelab' rech nim kkil wi ri kik'aslemal, kkita kitzij kinan kitat, nim kekil wi le nima'q taq winaq xuquje' kkitaqej le kipixab'. Rech qas kya'taj le pixab' pa taq le tijob'al, rajawaxik kb'an ukojik le kitzij le nan tat xuquje' tijoxelab', kkoj le loq'alaj taq pixab' kkiya le nima'q taq winaq xuquje' kpatanix le Mayab' k'aslemal.

Kujki'kotik xa rumal e k'i chik le tijob'al xuquje' le q'atb'al tzij tajin kkib'an we jun chak ri'. Kqata b'a' ri mayij toq'ob' man kub'an ta keb' kik'u'x che utikik le Mayab' tijonik xuquje' le Mayab' pixab'anik.

Ajtz'ib': Tat Tz'unun K'iche' (Matías Gutiérrez), rajilab'al rachoch chak patan are: nab'e uxo'l b'e 10-36, uro q'at tinamit (1^a. Avenida, 10-36, Zona 5), uq'ab' tinamit Q'u'ma'rkaj, tinamit K'iche' rech we amaq' Paxil Kayala'. Ri rajilab'al uch'awab'al are (502) 77554801. We tzijob'elil ri' xesax pa le ujulaj uxaq wuj rech le ujulaj wuj "NO'JMA'Y WUJ", rech le K'iche' Mayab' Cholchi' raqan uq'ab' le Mayab' Cholchi' rech Paxil Kayala', uwuq junab' (2004)

We tzijob'elil ri' xq'axax pa le wajxaqib' kajb'al rech nimaq'ab', ujulaj q'ij rech le uwuq ik' rech ri junab' 2011

Recommended Reference Material

Use the Mayan K'iche' language and terminology as described and used in the following publications.

Normative References

These normative sources must be adhered to. Any deviation from them automatically fails a string in most cases. When more than one solution is allowed in these sources, look for the recommended one in other parts of the Style Guide.

1. Comunidad Lingüística Maya K'iche'-ALMG.Santa Cruz del Quiché, El Quiché. Guatemala. C.A.
 - Gramática Descriptiva K'iche' (2004)
 - Choltaqanem Tzij rech K'iche' Chi'. Gramática Normativa K'iche' (2004 y 2007)
 - Diccionario Monolingüe K'iche' (2006)
 - Numeración Maya K'iche'. (2005)
 - K'ak' taq tzij re K'iche' tzij. Actulizacion lexical. Idioma Maya K'iche' (2004)
2. Ixchajchal Batz, Estanislao Augusto y otros.Gramática del Idioma Maya K'iche'. Proyecto Lingüístico Francisco Marroquín Antigua Guatemala, Guatemala (1996)
3. López Ixcoy, Saqijix Candelaria Dominga.Asociación Oxlajuj Keej Maya Ajtz'ib' – OKMA/CHOLSAMAJ.Antigua Guatemala, Guatemala.
 - Ri Ukemiik ri K'ichee' Chii' (1997) Gramática K'ichee' (1997)
 - Ri Ukemiik ri Tz'ib'anik pa K'ichee' Ch'ab'al, Manual de Redacción K'ichee'(1994)
 - Gramática Pedagógica K'ichee' (1993)
4. Organismo Ejecutivo de Guatemala, Palacio Nacional de Guatemala.
 - Acuerdo Gubernativo No. 1046-87, 23 de noviembre de 1987.
 - Decreto Legislativo No. 19-2003, 07 de mayo de 2003.
 - Decreto Legislativo No 65-90, 5 de noviembre de 1990
5. Suy Tum, Bonifacio (1988). Gramática del idioma K'iche'. PRODIPMA/URL. Facultades de Quetzaltenango, Guatemala.
6. Baten Ajanel, Alberto.Gramática K'iche'.PRODIPMA/URL Facultades de Quetzaltenango, Guatemala 1,987.
7. Dirección General de Educación Bilingüe -DIGEBI- Ministerio Educación, Guatemala. K'ak' taq tzij K'iche'. Vocabulario de Neologismos Pedagógicos del Idoma K'iche' (2004).

Informative References

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

1. Colmenares, Carmen María Gutiérrez de; Ernesto Loukota y Candelaria López (1998). *K'ak' taq utzij ri kaxlan ch'o'jib'al tzij (Glosario de términos del derecho castellano - k'iche')*.
2. England, Nora C. 1996. *Introducción a la Lingüística: Idiomas Mayas*. 2ª edición. Guatemala: Cholsamaj.

3. Instituto de Lingüística y Educación (Ed.) (2004). *Glosario bilingüe de términos jurídicos español - k'iche' / Choltaqanik täq tzij pa ka'ib' ch'ab'al kaxlan - k'iche'*
4. Palma, Ana María (Ed.); Margarita Ramírez y Mayra Fong (2004). 2a. reimpresión de la 3a. edición. *Palabras / Jujun taq tzijob'al (Diccionario ilustrado castellano / k'iche')*.
5. Palma, Ana María (Ed.); Margarita Ramírez y Mayra Fong (2001). *Jujun taq tzijob'al / Palabras (Diccionario ilustrado k'iche' / castellano)*.

For the K'iche' language there are normative, descriptive and pedagogical grammar texts and some dictionaries and educational materials. The written form of these materials may show subtle variations due to the fact that the materials are written by authors that belong to different sociolects. The standardization of the K'iche' language is still going through a process of discussion, especially in what refers to its vowel system and to its dialectical variants.

Please see more information about Reference Material for Windows [here](#).

Language Specific Conventions

This part of the style guide contains information about standards specific to Mayan K'iche'.

Country/Region Standards

Characters

Country/region	Guatemala (Paxil Kayala')			
Lower-case characters	a, b', ch, ch', e, i, j, k, k', l, m, n, o, p, q, q', r, s, t, t', tz, tz', u, w, x, y, ' (glottal stop)			
Upper-case characters	A, B', CH, CH', E, I, J, K, K', L, M, N, O, P, Q, Q', R, S, T, T', TZ, TZ', U, W, X, Y, ' (glottal stop)			
Characters in caseless scripts	N/A			
Extended Latin characters	b', ch', k', q', t', tz', ' (glottal stop)			
Note on alphabetical order	Alphabetical order is not necessarily indicative of sorting order.			
Total number of characters	According to Government Agreement No. 1046-87, dated November 23rd, 1987, the Maya K'iche' language alphabet is composed of 32 written symbols: 22 consonants and 10 vowels. Consonants are classified into simple and glottalized; vowels are classified into simple and relaxed. Based on the Gramática Normativa K'iche' and the pedagogical principles established by the Comunidad Lingüística Maya K'iche' from the Academia de Lenguas Mayas de Guatemala, the 5 simple vowels are the only vowels to be used, since relaxed vowels are in the process of being standardized for the written language.			
Unicode codes	Character (decimal)	Decimal	Character (hex)	Hex
	A	65	A	0041
	a	97	a	0061
	B'	66+39	B'	0042+0027
	b'	98+39	b'	0062+0027
	CH	67+72	CH	0043+0048
	ch	99+104	ch	0063+0068
	CH'	67+72+39	CH'	0043+0048+0027
	ch'	99+104+39	ch'	0063+0068+0027

Country/region	Guatemala (Paxil Kayala')			
	E	69	E	0045
	e	101	e	0065
	I	73	I	0049
	i	105	i	0069
	J	74	J	004A
	j	106	j	006A
	K	75	K	004B
	k	107	k	006B
	K'	75+39	K'	004B+0027
	k'	107+39	k'	006B+0027
	L	76	L	004C
	l	108	l	006C
	M	77	M	004D
	m	109	m	006D
	N	78	N	004E
	n	110	n	006E
	O	79	O	004F
	o	111	o	006F
	P	80	P	0050
	p	112	p	0070
	Q	81	Q	0051
	q	113	q	0071
	Q'	81+39	Q'	0051+0027
	q'	113+39	q'	0071+0027
	R	82	R	0052
	r	114	r	0072
	S	83	S	0053
	s	115	s	0073

Country/region	Guatemala (Paxil Kayala')			
	T	84	T	0054
	t	116	t	0074
	T'	84+39	T'	0054+0027
	t'	116+39	t'	0074+0027
	TZ	84+90	TZ	0054+005A
	tz	116+122	tz	0074+007A
	TZ'	84+90+39	TZ'	0054+005A+0027
	tz'	116+122+39	tz'	0074+007A+0027
	U	85	U	0055
	u	117	u	0075
	W	87	W	0057
	w	119	w	0077
	X	88	X	0058
	x	120	x	0078
	Y	89	Y	0059
	y	121	y	0079
	'	39	'	0027
Notes	<p>1. The Mayan K'iche' language alphabet consists of characters in small letters and capital letters, and the same ANSI and UNICODE codes apply.</p> <p>2. The Mayan K'iche' language alphabet includes compound consonants (formed by two characters) and glottalized compound consonants. When codifying them, the code for each character was applied and then the (+) sign was added to identify its structure.</p> <p>3. The only sign specific to the Mayan K'iche' language alphabet is the <i>salttillo</i> or glottal stop, identified with code 39 on the ANSI system and code 0027 in the UNICODE system. This character phonetically affects the preceding phoneme and it is used in the following combinations: b', ch', k', q', t', tz'.</p>			

Date

Country/region	Guatemala (Paxil Kayala')
Calendar/Era	Gregorian calendar/d.C.
First Day of the Week	Nab'e q'ij (as per ISO 8601 that identifies Monday as day 1 of the week)
First Week of the Year	First week in January
Separator	slash (/), hyphen (-), or period (.)
Default Short Date Format	dd/MM/yyyy
Example	17/03/2011
Default Long Date Format	dddd, dd' rech 'MMMM' rech 'yyyy dddd d' de 'MMMM' de 'yyyy d' de 'MMMM' de 'yyyy
Example	kajq'ij, 19 rech ulaj ik' rech 2011 kajq'ij 19 de ulaj ik' de 2011 19 de ulaj ik' de 2011
Additional Short Date Format 1	d-M-yy
Example	17-3-11
Additional Short Date Format 2	dd-MM-yyyy
Example	17-03-2011
Additional Long Date Format 1	d rech MM, junab' yyyy
Example	Uwuqlaj q'ij, rech rox ik', junab' 2011 OR 17 q'ij rech 3 ik', junab' 2011
Additional Long Date Format 2	N/A
Example	N/A
Leading Zero in Day Field for Short Date Format	Yes
Leading Zero in Month Field for Short Date Format	Yes

Country/region	Guatemala (Paxil Kayala')
No. of digits for year for Short Day Format	4
Leading Zero in Day Field for Long Date Format	No
Leading Zero in Month Field for Long Date Format	No
Number of digits for year for Long Day Format	4
Date Format for Correspondence	City, d rech MMMM, junab' yyyy
Example	Tinamit K'iche', amaq' Paxil Kayala', uwuqlaj q'ij, rech rox ik', junab' 2011 OR Tinamit K'iche', amaq' Paxil Kayala', 17 q'ijrech 3 ik', junab' 2011.
Notes	<ol style="list-style-type: none"> 1. In the Mayan K'iche' language, the first letter of days and months is written in small letters, except when it appears at the beginning of a sentence or paragraph. 2. Besides the Gregorian Calendar, the Mayan population uses the Lunar Calendar (Cholq'ij) and the Solar Calendar (Cholab') to keep track of time and for their daily activities and ceremonies. The Solar Calendar consists of 18 months of 20 days each, plus a 5-day period. In total, they add up to 365 days. For the Lunar Calendar, the first day is B'atz'. 3. To express years in writing, the Spanish standard for writing dates is applied; i.e., the comma (,) is not used as thousand separator when indicating a year. 4. In the Mayan K'iche' language, days and months are written in small letters, except when they appear at the beginning of a sentence or paragraph. 5. In the Mayan K'iche' language, the names of days and months are often written in words, but the years are written only in numbers, since the current population does not use quantities over a hundred.
Abbreviations in Format Codes	<p>d is for day, number of d's indicates the format (d = digits without leading zero, dd = digits with leading zero, ddd = the abbreviated day name, dddd = full day name)</p> <p>M is for month, number of M's gives number of digits. (M = digits without leading zero, MM = digits with leading zero, MMM = the abbreviated name, MMMM = full name)</p> <p>y is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)</p>

Time

Country/region	Guatemala (Paxil Kayala')
24 hour format	Yes (this system is mostly used at formal and academic levels, whereas the 12-hour format is commonly used in informal situations)
Standard time format	hh:mm:ss
Standard time format example	23:15:12
Time separator	: (colon)
Time separator examples	08:12
Hours leading zero	Yes in 24-hour format
Hours leading zero example	04:23:15
String for AM designator	a.m.
String for PM designator	p.m.
Notes	<ul style="list-style-type: none">The Mayan K'iche' language uses words to identify time: in the morning is aq'ab'il; in the afternoon is kab'eq'ij and at night is chaq'ab'il; none of these words can be abbreviated.In Mayan K'iche', it is common to see time represented in a spelled out form instead of with Mayan numbers; for example, kab'aluj kajb'al = twelve, noon.

Days

Country/region: Guatemala (Paxil Kayala')

Day	Normal Form	Abbreviation
Monday	kaq'ij	kaq'
Tuesday	oxq'ij	oxq'
Wednesday	kajq'ij	kajq'
Thursday	joq'ij	joq'
Friday	waqq'ij	waqq'
Saturday	wuqq'ij	wuqq'
Sunday	juq'ij	juq'

First Day of Week: kaq'ij

Is first letter capitalized?: No, except when it is used at the beginning of a sentence or paragraph

Notes: The Mayan K'iche' population uses the Lunar Calendar (choq'ij) and Solar Calendar (Cholab') to express dates for daily activities and ceremonies.

Months

Country/region: Guatemala (Paxil Kayala')

Month	Full Form	Abbreviated Form	Long Date Form
January	nab'e ik'	nab'e	Same as full form
February	ukab' ik'	ukab'	Same as full form
March	urox ik'	urox	Same as full form
April	ukaj ik'	ukaj	Same as full form
May	uro ik'	uro	Same as full form
June	uwaq ik'	uwaq	Same as full form
July	uwuq ik'	uwuq	Same as full form
August	uwajxaq ik'	uwajxaq	Same as full form
September	ub'elej ik'	ub'elej	Same as full form
October	ulaj ik'	ulaj	Same as full form
November	ujulaj ik'	ujulaj	Same as full form
December	ukab'laaj ik'	ukab'laaj	Same as full form

Is first letter capitalized?: No

Notes:

1. In the Mayan K'iche' language, months are written using ordinal numbers plus the word ik' = month, moon
2. When localized into the Mayan K'iche language, the first letter of the month is written in small letters, except when it appears at the beginning of a sentence or paragraph.

Numbers

The Mayan numerals are made up of three symbols; zero (shell shape), one (a dot) and five (a bar). The names and values are as follows:

The t'ot' (snail or "*caracol*"): its value is zero and it is placed in different vertical positions to represent quantities based on the vigesimal system.

The nak' (dot = .): its value is 1 and it obtains its relative value through the different vertical positions, based on the vigesimal system.

The juch' (line = _): its value is 5 and it obtains its relative value through the different vertical positions, based on the vigesimal system.

For example, nineteen (19) is written as four dots in a horizontal row above three horizontal lines stacked upon each other.

Notes:

1. To apply the Mayan numbers, the font called Maya must be installed in the computer. This font was created by the Asociación Oxlajuj Keej Maya Ajtz'ib', OKMA-, in Guatemala in 2004 and its distribution is for free.
2. Please refer to the bibliography: MAYAB' AJILAB'AL PA K'ICHE' TZ'IJ. NUMERACIÓN MAYA K'ICHE'. K'iche' Mayab' Cholchi', Comunidad Lingüística Maya K'iche', Academia de Lenguas Mayas de Guatemala. 2005.

Phone Numbers

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Guatemala	502	No	N/A	Hyphen (-)	11	(###) #####-####
Country/re gion	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Guatemala	8	####-####	8	#####	11	(###) #####

Notes: The Mayan K'iche' language commonly uses the Hindu-Arabic numeral system to write phone numbers. The Mayan numbers are very rarely used. The identification of numbers composing phone numbers in the Mayan K'iche' language is usually done in digits and rarely grouping them in pairs. For example: job', jun, job', kajib', job', keb', wuqub' wajxaqib' to indicate 51545278

Addresses

Country/region: Guatemala (Paxil Kayala')

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

Address Format	Example
1. [Title] FirstName [SecondName] LastNames	Lic. Matías Gutiérrez Tzunún
2. [CompanyName]	Asociación Ajb'atz' Enlace Quiché
3. Address	1ª. Avenida 10-36, Zona 5
4. City, Department	Santa Cruz del Quiché, El Quiché
5. Country	Guatemala, C. A.

Local zip code format: 1401

Notes: One way to describe addresses in the Mayan K'iche' language is to indicate the corresponding quantities in words. For example: Nab'e uxo'l b'e, 10-36, Uro q'at tinamit, Q'u'ma'rkaj, K'iche' (1ª. Avenida 10-36, Zona 5, Santa Cruz del Quiché, El Quiché)

Currency

Country/region	Guatemala
Currency Name	Guatemalan Quetzal (Quetzal)
Currency Symbol	Q
Currency Symbol Position	Prefix, no separation
Positive Currency Format	Q1.10
Negative Sign Symbol	The number is enclosed in brackets.
Negative Currency Format	(Q1.10)
Decimal Symbol	.
Number of Digits after Decimal	2
Digit Grouping Symbol	,
Number of Digits in Digit Grouping	3
Positive Currency Example	Q123,456,789.00
Negative Currency Example	(Q123,456,789.00)
ISO Currency Code	GTQ
Currency Subunit Name	centavo
Currency Subunit Symbol	N/A
Currency Subunit Example	N/A

Digit Groups

Country/region: Guatemala

Decimal Separator: . (period)

Decimal Separator Description: period

Decimal Separator Example: 10.25 cm

Thousand Separator: , (comma)

Thousand Separator Description: comma

Thousand Separator Example: 1,5000.00

Notes: In the Mayan K'iche' language, quantities are represented with the numbers from the Hindu-Arabic system, except when they refer to the representation of Mayan numbers. In this case, their own symbology and vigesimal structure are used. Please refer to the bibliography: MAYAB' AJILAB'AL PA K'ICHE' TZ'IJ. NUMERACIÓN MAYA K'ICHE'. K'iche' Mayab' Cholchi', Comunidad Lingüística Maya K'iche', Academia de Lenguas Mayas de Guatemala. 2005

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	kilómetro	km
	Meter	metro	m
	Decimeter	decímetro	dm
	Centimeter	centímetro	cm
	Millimeter	milímetro	mm
Capacity	Hectoliter	hetolitro	hl
	Liter	litro	l
	Deciliter	decilitro	dl
	Centiliter	centilitro	cl
	Milliliter	mililitro	ml
Mass	Ton	tonelada	T
	Kilogram	kilogramo	kg
	Pound	libra	lb
	Gram	gramo	g
	Decigram	decigramo	dg
	Centigram	centigramo	cg
	Milligram	miligramo	mg
English Units of Measurement	Inch	pulgada	in
	Feet	pie	ft
	Mile	milla	mi
	Gallon	galón	gal

Notes:

- In the previous examples, K'iche' uses the Spanish forms for standard measures.
- K'iche' also uses its own measure words (or collective nouns). Examples follow:
muq' =handfull (of grains)
t'or =mass (of corn)
qum =sip/drink/gulp (of drinks)
b'otaj =bunch (f flowers)
tunaj =pile/stack (of tortillas)
q'at /puq = group (of animals)

wokaj/tzob'aj = group (of people)

b'a' /tz'it = un little bit of

pir = a piece of

xak/xaq' =steps (forward)

Percentages

Format: number, space, percent; for example, 55 %.

For the representation of percentages, the Mayan K'iche' language uses the universal sign "%".

- Use space between figures and percentage symbol as per SI standard.
- The number and the symbol cannot be in separate lines.

Sorting

Sorting rules	<div>1. Capital letters and lowercase letters are equal; no distinction is made between them.</div> <div>2. Non-alphabetical characters (i.e. symbols such as @ ! #) sort before the letters of the alphabet.</div> <div>3. Numbers sort after non-alphabetical characters and before letters.</div> <div>4. The glottal stop sorts at the end of the alphabet, according to Government Agreement No. 1046-87, dated November 23rd, 1987.</div>			
Character sorting order	Character (decimal)	Código ANSI	Character (hex)	Código UNICODE
	A	65	A	0041
	B'	66+39	B'	0042+0027
	CH	67+72	CH	0043+0048
	CH'	67+72+39	CH'	0043+0048+0027
	E	69	E	0045
	I	73	I	0049
	J	74	J	004A
	K	75	K	004B
	K'	75+39	K'	004B+0027
	L	76	L	004C
	M	77	M	004D
	N	78	N	004E
	O	79	O	004F
	P	80	P	0050
Q	81	Q	0051	

	Q'	81+39	Q'	0051+0027
	R	82	R	0052
	S	83	S	0053
	T	84	T	0054
	T'	84+39	T'	0054+0027
	TZ	84+90	TZ	0054+005A
	TZ'	84+90+39	TZ'	0054+005A+0027
	U	85	U	0055
	W	87	W	0057
	X	88	X	0058
	Y	89	Y	0059
	'	39	'	0027
	a	97	a	0061
	b'	98+39	b'	0062+0027
	ch	99+104	ch	0063+0068
	ch'	99+104+39	ch'	0063+0068+0027
	e	101	e	0065
	i	105	i	0069
	j	106	j	006A
	k	107	k	006B
	k'	107+39	k'	006B+0027
	l	108	l	006C
	m	109	m	006D
	n	110	n	006E
	o	111	o	006F
	p	112	p	0070
	q	113	q	0071
	q'	113+39	q'	0071+0027
	r	114	r	0072

	s	115	s	0073
	t	116	t	0074
	t'	116+39	t'	0074+0027
	tz	116+122	tz	0074+007A
	tz'	116+122+39	tz'	0074+007A+0027
	u	117	u	0075
	w	119	w	0077
	x	120	x	0078
	y	121	y	0079
	,	39	,	0027
Examples of sorted words	@ 1 Aaron andere ändere chaque chemin cote coté côte côté čučět Czech hiša irdisch lävi lie lire llama lõug Löwen lòza luč luck Lübeck lye Männer màšta			

mîr
möchten
myndig
pint
piña
pylon
sämtlich
šàran
savoir
Šerbūra
Sietla
ślub
subtle
symbol
väga
verkehrt
vox
waffle
wood
yen
yuan
yucca
žal
žena
Ženēva
zoo
Zürich
Zviedrija
zysk
zzlj
zzlz
zznj
zznz

Geopolitical Concerns

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

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

- Maps

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

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

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

Guideline

As country/region and city names can change, please use the most up-to-date K'iche' list for every release of your product. This list can be requested from your Microsoft project contact.

Grammar, Syntax & Orthographic Conventions

The following reference should be followed when writing, for all grammar aspects of the Mayan K'iche' language: CHOLTAQANEM TZIJ RECH K'ICHE' CHI'. GRAMÁTICA NORMATIVA K'ICHE', K'iche' Mayab' Cholchi', Comunidad Lingüística Maya K'iche', Academia de Lenguas Mayas de Guatemala, 2007; or any other more current update to this reference book published by the same institution.

Some of the language aspects regulated by the Comunidad Lingüística Maya K'iche' from the Academia de Lenguas Maya de Guatemala are listed below:

- The use of the Mayan K'iche' five-vowel system.
- The use of the specific pattern to form words belonging to the Mayan K'iche' language.
- The use of appropriate punctuation, in accordance with the standards.
- The items of a sentence must follow the basic syntactic sequencing of the language: verb, object, subject.
- The use of linguistic loan words should be avoided, whenever possible.
- Literal translations should be avoided.
- The original morphology should be used and duplications of the affixes indicating grammatical persons should be avoided. For example, the original morphology recommends the use of nu-(before a consonant) or w-(before a vowel) to indicate first person singular in transitive sentences (before a vowel or before a consonant) and the use of in- for the first person singular in intransitive sentences (before a vowel or a consonant). In this case, the duplication that should be avoided would be the use of inw-(before a vowel) to indicate first person singular in transitive sentences.

Examples:

Incorrect

- (-) Katintzukuj (I look for you)
- (-) Katinwilo (I see you)

Correct

- (+) katnutzukuj (I look for you)
- (+) katwilo (I see you)

- The use of the full form of words in writing, instead of the contracted form, in order to avoid unnecessary variations in the written form. For example, demonstratives included in phrases are often used in their contracted form, which is incorrect.

Incorrect

(–) la'b'ix (the corn field/el campo de maíz)

(–) -ri'kaj (the ax/el hacha)

(–) rwaj (my ear of corn/mi elote)

Correct

(+) le ab'ix (the corn field/el campo de maíz)

(+) ri ikaj (the ax/el hacha)

(+) ri waj (my ear of corn/mi elote)

Adjectives

In K'iche', adjectives should be handled in the following manner.

Grammar Criteria	Example
a) Adjectives are classified as Descriptive Adjectives or Positional Adjectives. Descriptive adjectives refer to size, color, taste, smell, shape and quality of nouns, whereas Positional adjectives refer to the position of nouns.	Descriptive: nim = big; q'an = yellow; tza = salty; k'ok' = smelly; b'ukub'ik = thick; je'l = beautiful, etc. Positional: tzalatzik = tilted; xekelik = hanging, etc.
b) To form the plural of adjectives referring to sizes, shapes and positions, the suffix –a'q is used.	nima'q (nim+a'q) = big (plural); choma'q (chom+a'q) = big (plural); kotoka'q (kot+a'q) = twisted (plural); etc.
c) Adjectives go before nouns.	je'l ali = beautiful young lady (je'l = beautiful; ali = young lady)
d) Adjectives agree with the nouns they modify in number.	nim che' = big tree; nima'q taq che' = big trees. pim wuj = big book; pima'q taq wuj = thick books

The following normative reference is recommended to see this point in detail: CHOLTAQANEM TZIJ RECH K'ICHE' CHI'. GRAMÁTICA NORMATIVA K'ICHE', K'iche' Mayab' Cholchi', Comunidad Lingüística Maya K'iche', Academia de Lenguas Mayas de Guatemala, ; or any other more current update to this reference book published by the same institution.

Possessive adjectives

The frequent use of possessives is a feature of English language. Follow the normative reference on this topic for K'iche'.

Articles

General considerations

In the Mayan K'iche' language, the articles act as demonstratives (we = this; le = that) and indefinites (ri = a/an). Example: we ja = this house; le ja = that house; ri ja = a house.

Unlocalized Feature Names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language and they are treated the same way in K'iche'.

Example:

English	K'iche'
Windows Live Contacts	(+) Ajch'ab'e'n rech Windows Live
powered by Windows Live	(+) ruk' k'ak' taq chakub'al Windows Live

Localized Feature Names

In K'iche', when the localized feature can be treated as a proper noun, then no article is used.

When the localized feature name starts with a common name (tool, wizard, etc.), then usually the articles "ri" or "le" is included.

Example:

English	Spanish	K'iche'
A page that can be easily edited in the web browser using Web Edit.	(-) Una página que se puede editar fácilmente en el explorador web con la Edición web.	(-) Jun kemam tzijob'elil ri man k'ax ta kab'an che k'exsuk'umanik pa le tzukk'utunel ruk' le Edición web.
	(+) Una página que se puede editar fácilmente en el explorador web <u>con Edición web.</u>	(+)Jun kemam tzijob'elil ri man k'ax ta kab'an che k'exsuk'umanik pa le tzukk'utunel <u>ruk' Edición web.</u>
Create a new report project using Report Wizard.	(-) Crear un nuevo proyecto de informes con Asistente para informes.	(-) Uk'isaxik jun k'ak' wokchak rech wokutzijob'al chech Kemtob'anel wokutzijob'al.
	(+) Crear un nuevo proyecto de informes con <u>el Asistente</u> para informes.	(+) Uk'isaxik jun k'ak' wokchak rech wokutzijob'al chech le Kemtob'anel wokutzijob'al.
You cannot quit the Office Customization Tool because a dialog is active.	(-) No se puede salir de Herramienta de personalización de Office porque hay un cuadro de diálogo activo.	(-) Ma kuya' taj katel b'ik chi upam jeqk'utb'al chakub'al, rumal k'aslik jun utzijob'al kajuxkut.
	(+) No se puede salir de <u>la Herramienta</u> de personalización de Office porque hay un cuadro de diálogo activo.	(+) Ma kuya' taj katel b'ik chi upam ri jeqk'utb'al chakub'al, rumal k'aslik jun utzijob'al kajuxkut.

Articles for English Borrowed Terms

When faced with an English loan word previously used in Microsoft products, consider the following options:

- Motivation: Does the English word have any formally motivated features that would allow a straightforward integration into the noun class system of Mayan K'iche' language?
- Analogy: Is there an equivalent Mayan K'iche' term whose article could be used?
- Frequency: Is the term used in other technical documentation? If so, what article is used most often?

The internet may be a helpful reference here.

Example:

There are certain terms from English that have no translation into the K'iche' language, so they are used exactly as they appear in English, plus the article "ri" or "le". To form the plural of these terms, the particle "taq" is added before the term. In K'iche', gender is not identified.

English	K'iche'	Article	Examples in context:
bluetooth	(-) bluetooth (+) ri OR le bluetooth	The article "ri"	(-) Rajawaxik katzij bluetooth che utaqik ri chak xb'anik. (+) Rajawaxik katzij <u>ri bluetooth</u> che utaqik ri chak xb'anik.
web	(-) web (+) ri OR le web	The article "le"	(-) E k'i taq chakub'al e k'o chi upam web. (+) E k'i taq chakub'al e k'o chi upam <u>le web</u> .
codec	(-) codec (+) taq codec	"taq", plural particle.	(-) Che uta'ik q'ojom e k'o k'i uwach codec, e ma ri sib'alaj kakojik are ri MP3. (+) Che uta'ik q'ojom e k'o k'i uwach <u>taq codec</u> , e ma ri sib'alaj kakojik are ri MP3.
cookie	(-) cookie (+) taq cookie	"taq", plural particle.	(-) Are chi' kak'is ri woktzukunik rajawaxik kachup le cookie. (+) Are chi' kak'is ri woktzukunik rajawaxik kachup le <u>taq cookie</u> .
cache	(-) caché (+) caché	In K'iche', gender is not identified.	(+) Chi upam ri k'olib'al <u>caché</u> kak'ol jalajoj taq uwach tzijob'elil rech ke'riqitaj pa aninaqil.

Capitalization

K'iche' capitalization differs from English capitalization. Please, follow normative rules in regards to capitalization. See information regarding capitalization in Manual de redacción K'iche', Calendaria López, OKMA 1994, pages 44-47.

General guidelines:

- Use of capital letters: they are used to indicate the beginning of a segment or highlight proper nouns. They are used at the beginning of segments, after periods, at the beginning of headings or in words which form headings.
- Capital letters are used at the beginning of proper nouns, Mayan languages, place names, names of days and months in the Mayan Calendar, when referring to Mayan deities and altars and when naming the festivities according to the Mayan Calendar.
- The word “Mayan” must be written in capital letters to name and validate the people in our context.

Examples:

For proper nouns	Log in as the user Kanek.	(+) Umajik chak ruk ri b'i'aj Kanek.
The word “Mayab” (Mayan)	The Mayan people have kept their culture since the fifteenth century BC.	(+) Ojer chik ri uxe'al ri Mayab' amaq', wa' xmajtajik nab'e chi uwach ri upetem ri kajaw ri e k'o kuk' le patre.
Capital letter after periods (full stop).	The file you are trying to import is too big. Try importing a file not bigger than 10 MB.	(+) Ri kemk'olonik ri kawaj kaqasaj sib'alaj nim. Utz we kaqasaj jun ri ma nim taj jacha' ri 10 MB.

- For software interface elements, capitalize only the first letter of the first word in commands, dialog box titles, dialog box options, menus, buttons, and names of panes, views or windows.

Example:

English	Spanish	K'iche'
From the File menu, disable Save As Web Page Complete .	(+) En el menú Archivo , deshabilite Guardar como página web completa .	(+) Kaq'at ub'e ri Uk'olik pa Ukemam Tzijob'elil pa ri cholchakub'al rech ri Kemk'olonik .

- The use of capital letters on key names is normally limited to the initial letter of the key name (pitz'b'al Bloq Mayús); however, the key name is abbreviated (CTRL, ALT, etc.) we recommend following the same character formatting used in the source: if the key appears all in caps in the source then it will be spelled the same way for K'iche'; if the key appears in initial caps only, then the same approach will be followed in K'iche'.

Example:

English	Spanish	K'iche'
Mark all as read Ctrl+Shift+A	(+) Marcar todos como leídos Ctrl+Mayús+A	(+) Kab'an ri sik'pitz'onik ruk' ri Ctrl+Mayús+A
Reply to group Ctrl+G	(+) Responder al grupo Ctrl+G	(+) Katzaliij uwach ri tzij chi kech ri wokaj Ctrl+G

- In headings, captions, table and figure titles, use initial capitals only for the first word and for proper nouns and interface terms that require it.

Example:

English	Spanish	K'iche'
Workings with Files	(-) Trabajo con Archivos (+) Trabajo con archivos	(-) Chak ruk' ri Kemk'olonik (+) Chak ruk' ri kemk'olonik
Quick Reference Guide	(-) Guía de Referencia Rápida (+) Guía de referencia rápida	(-) Aninaqil Uk'utb'alil rech Chak (+) Aninaqil uk'utb'alil rech chak

Compounds

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

As regards compound words, the document called Ri Ukemiik ri Tz'ib'anik pa K'ichee' Ch'ab'al, Manual de Redacción K'ichee' (1994) details the use of compound words. Please refer to the section on Nouns according to composition and possession.

When translated, compound words from Microsoft products, like “auto-correct”, “bi-directional” and others must be written as one word with no space between them.

Example:

English	Spanish	K'iche'
bi-directional	(+) bidireccional	(+) keb'b'e'al
auto-correct	(+) autocorrección	(+) utukelamsuk'umanik
auto-joining	(+) unión automática	(+) utukelamunuk'ik
read-write	(+) lectura y escritura	(+) usik'ixik utz'ib'axik

Gender

In K'iche', gender is not specifically identified; however, the section on Personal classifiers in Gramática K'iche', Saqijix 1997, pages 149-164 should be reviewed for further clarification on this topic.

Genitive

Please refer to the chapter on Possessive noun phrases in Gramática K'ichee', Saqijix, Candelaria López, 1997, (pages 271 - 272) referred to at the beginning of this Guide.

For this topic, please refer to the chapter on Nouns according to possession in Gramática K'ichee', Saqijix, Candelaria López, 1997, (pages 102- 106) referred to at the beginning of this Guide.

Modifiers

Please refer to the section on Word Classes in Ri Ukemiik ri Tz'ib'anik pa K'ichee' Ch'ab'al, Manual de Redacción K'ichee', 1994 (pages 70 -112)

Example:

Adjectives:	lik'ital	(-) cholchakub'al lik'ital (+) lik'ital cholchakub'al
Personal classifiers:	a	(-) umajik chak ruk' Se'w (+) umajik chak ruk' <u>a Se'w</u>
Adverbs:	aninaq	(-) ilb'al aninaq (+) aninaq ilb'al

Nouns

General considerations

There are two kinds of nouns in K'iche': 1) according to possession and 2) according to composition. For detailed information refer to the chapter on Nouns in Gramática Pedagógica K'ichee', Nik'te' Maria Juliana Sis y Saqijix, Candelaria López, Universidad Rafael Landívar 1993, (pages 15 to 25) listed at the beginning of this Guide.

Nouns according to possession:		
Invariant nouns: Those nouns that do not undergo any changes when possessed.	Laq	(-) nu laq (+) <u>nulaq</u>
Subtractive nouns: When possessed, the final part of its form is deleted.	jolomaj	(-) qajolomaj (+) <u>qajolom</u>
Additive nouns: When possessed, a small part is added at the end.	ixoq	(-) wixoq (+) <u>wixoqil</u>

Nouns according to composition:		
Noun plus noun: They are formed by two words having only one meaning.	Nan (mom), tat (dad)	our parents (+) qanan qatat
Complex nouns: They are formed by two separate words. When possessed, the second word bears the possession.	Kam'al b'e (guide)	our guide (-) qak'amal qab'e (+) k'amal <u>qab'e</u>

Inflection

Please refer to the chapter on Inflection Categories in Gramática K'ichee', Saqijix, Candelaria López, 1997, (pages 76 - 84) referred to at the beginning of this Guide.

Plural Formation

Please refer to the chapter on Plurals in Gramática K'ichee', Saqijix, Candelaria López, 1997, (page 101) referred to at the beginning of this Guide.

Example:

With suffixes: -ab', -ib'	-ab' (person plural suffix)	(+) achij <u>ab'</u>
	-ib' (person plural suffix)	(+) ixoq <u>ib'</u>
With particle "Taq"	Taq, Plural particle for most nouns	(+) <u>taq</u> imul

Prepositions

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

Please refer to the section on Prepositions in Ri Ukemiik ri Tz'ib'anik pa K'ichee' Ch'ab'al, Manual de Redacción K'ichee', Candelaria López Ixcoy, 1994 (pages 119 -120).

There are two prepositions in the K'iche' language: chi and pa. In written language, the full form of the word is used, but the contraction is used in the spoken language. These two prepositions can be used on their own or in combination with relational nouns to indicate grammatical and locative case.

US Expression	Spanish Expression	K'iche' Expression
under	debajo de	(-) Chuxe' (+) Chi uxe'
inside	dentro de	(-) Chupam (+) Chi upam
On	encima de	(-) Pwi' (+) Pa uwi'

Pronouns

Please refer to the chapter on Pronouns in Gramática K'ichee', Saqijix, Candelaria López, 1997, (page 65) referred to at the beginning of this Guide.

Independent pronouns	English Expression	K'iche' Expression
	I	(+) In

Punctuation

Please refer to the section on Punctuation in Ri Ukemiik ri Tz'ib'anik pa K'ichee' Ch'ab'al, Manual de Redacción K'ichee', Candelaria López Ixcoy, 1994 (pages 65-68) for the use of punctuation marks.

Comma

For rules about correct and incorrect use of commas, please see the normative reference: Ri Ukemiik ri Tz'ib'anik pa K'ichee' Ch'ab'al, Manual de Redacción K'ichee', Candelaria López Ixcoy, 1994 (pages 65 -68).

English	Spanish	K'iche'
Use the Language setting category to change the default language in menus and dialog boxes.	Para cambiar el idioma predeterminado de los menús y cuadros de diálogo, use la categoría Configuración de idioma.	(+) Rech kak'ex ri ch'ab'al ri kojom pa ri jalajoj taq cholchakub'al xuquje' pa ri utzijob'al <u>kajuxkut</u> , rajawaxik kakoj ri cholb'ixikilpa ri wiqitajem rech ri ch'ab'al.

Colon

Please refer to the section on Punctuation in Ri Ukemiik ri Tz'ib'anik pa K'ichee' Ch'ab'al, Manual de Redacción K'ichee', Candelaria López Ixcoy, 1994 (page 67).

English	Spanish	K'iche'
Record initiated: [date] [time]	Registro iniciado: [fecha] [tiempo]	(+) Xmajtaj ri k'olcholchak: [q'ij] [kajb'al]

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. For K'iche', please refer to the section on the Use of hyphens in Ri Ukemiik ri Tz'ib'anik pa K'ichee' Ch'ab'al, Manual de Redacción K'ichee', Candelaria López Ixcoy, 1994 (pages 42 - 43).

Example:

English	Spanish	K'iche'
(your) lady partner		(-) Rach'ali (+) Rach-'ali
(your) woman partner	(su) compañera mujer	(-) Rach'ixox (+) Rach-'ixox

When a hyphenated compound should not be divided between lines (e.g., MS-DOS), use a non-breaking hyphen (U002D or Ctrl+Shift+Hyphen). Word will keep both parts of the compound together on the same line.

En Dash

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

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

Example: – 18 °C

Em Dash

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

Ellipses (Suspension Points)

For this topic, please refer to Ri Ukemiik ri Tz'ib'anik pa K'ichee' Ch'ab'al, Manual de Redacción K'ichee', Candelaria López Ixcoy, 1994 (page 68).

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

- Make sure you remove all spaces before the ellipses sign, even when this is used in source text.

Example:

English	K'iche'
This choice is better than disabling all controls ...	(+) Sib'alaj utz kataqex we jun b'eyal rech ma kaq'atex ta ri kib'e ri retal...

- Sometimes command names appear in menus followed by ellipses to indicate that when pressing it, a dialog window will open. The same convention applies in Spanish in SW; however, in references to that command (for instance in documentation or messages) the ellipses are not kept.

Period

For this topic, please refer to Ri Ukemiik ri Tz'ib'anik pa K'ichee' Ch'ab'al, Manual de Redacción K'ichee', Candelaria López Ixcoy, 1994 (page 65).

Example:

English	Spanish	K'iche'
Convert the file to MP3 format.	Convertir el archivo en formato MP3.	(+) Uq'axaxik ri kemk'olonik pa "MP3".

Quotation Marks

Quotation marks are generally used at the beginning and end of literal quotations, with reference to the sayings of known people.

English	Spanish	K'iche'
This is what Nik' te' and Saqijix wrote at the pedagogical grammar guide: "We, as Indigenous people, need to speak our language, K'iche', because we are Indigenous people and we do not belong to any other ethnic group."	Así escribieron Nik' te' y Saqijix en la gramática pedagógica "Es necesario que nosotros los indígenas hablemos en nuestro idioma K'iche'... porque somos indígenas y no de otra étnia."	(+) Jewa' xkitz'ib'aj kan ri ali Nik' te' rachi'l ri ali Saqijix chi upam ri kiwuj "Chi rajawaxik ri oj oj K'iche' winaq kojtzijon pa qach'ab'al, pa K'iche' tzij... Rumal ri oj oj qawinaq, ma oj ta mu'sab'."

In case there is a word that has to be highlighted or when we use a word that does not belong to the K'iche' language:

English	Spanish	K'iche'
Convert the file to MP3 format.	Convertir el archivo en formato MP3.	(+) Uq'axaxik ri kemk'olonik pa "MP3".

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

Parentheses

In English, there is no space between the parentheses and the text inside them.

In K'iche', the same forms are used as in Spanish: to enclose sentence or explanatory phrase in relation to date, place, etc.

Example:

English	Spanish	K'iche'
Version information (optional):	Información de versión (opcional):	(+) Ib'ixikil ri q'ataj (kuya'o kakojik o wene' makakoj taj):

Glottal Stop (')

For detailed information on this topic, refer to Gramática Pedagógica K'ichee', Nik'te' Maria Juliana Sis y Saqijix, Candelaria López, Universidad Rafael Landívar 1993, (page 172) referred to at the beginning of this Guide.

English	Spanish	K'iche'
Three by three	De tres en tres	(+) Ox'ox
Partner	Compañero/ a	(+) Wachib'il

Word separation

For detailed information on this topic, please refer to Ri Ukemiik ri Tz'ib'anik pa K'ichee' Ch'ab'al, Manual de Redacción K'ichee', Candelaria López Ixcoy, 1994 (pages 50 - 62) referred to at the beginning of this Guide.

Possessive particles joined before vowels and before consonants	English	Spanish	K'iche'
w-	Use the calculator from Windows tools.	Usa la calculadora de las herramientas de Windows.	(-) Chakojo ri awajilanib'al ri k'o pa ri chakub'al rech ri Windows. (+) Chakojo ri <u>awajilanib'al</u> ri k'o pa ri chakub'al rech ri Windows.
a-	your computer	su equipo	(-) a kematz'ib' (+) <u>akematz'ib'</u>
Joining verbs with time / aspect	Please refer to the Help documentation for more information	Para obtener más información, consulte la documentación de la Ayuda	(-) Rech kariq nik'aj taq ub'ixikil, rajawaxik kawil uwach ri uwujil ri to'b'anem. (+) Rech <u>kariq</u> nik'aj taq ub'ixikil, rajawaxik <u>kawil</u> uwach ri uwujil ri to'b'anem.
Particle separation			
Kanoq: direction particle (the place where you are)	Create a new user	Crear un nuevo usuario	(-) Rajawaxik kawinaqirisajkan jun kak' rajaw.

			(+) Rajawaxik kawinaqirisaj <u>kan</u> jun kak' rajaw.
--	--	--	--

Singular & Plural

For this topic, please refer to Ri Ukemiik ri Tz'ib'anik pa K'ichee' Ch'ab'al, Manual de Redacción K'ichee', Candelaria López Ixcoy, 1994 (page 72) referred to at the beginning of this Guide.

The oral morpheme + b' (ab', ib') only applies when persons are made plural	English	Spanish	K'iche'
-ab'	The computer users. [female users]	Las usuarias del equipo.	(+) Le ixoqib' ri erajaw le wokkematz'ib'.
With particle "Taq"	Use Windows tools	Usa las herramientas de Windows.	(+) Chakojo ri jalajoj <u>tag</u> uchakub'al ri Windows.

Split Infinitive

This section does not apply to K'iche'.

Subjunctive

This section does not apply to K'iche'.

Symbols & Non-Breaking Spaces

Symbols are abbreviations used in the scientific and technical field and that are made up of letters or non-alphabetical characters. Symbols are used, for instance, to represent units of measurement or currency.

Example:

Symbol	Full word	K'iche' word
Cm	Centimeter	Raqanlajulij
€	Euro	Ch'aqapwaq
kB	Kilobyte	Kilobyte
°	Degrees	Grados

Always use a non-breaking space instead of a normal space between a unit of measure or currency and the number that goes with it.

Example:

English	Spanish	K'iche'
Make sure to include €1 as initial amount	Asegúrese de incluir 1 € como cantidad inicial	(+) Rajawaxik kakoj le retal pwaq chi uwach ri ajilab'al, 1 €

Syntax

The K'iche' language syntax is characterized by the following key points:

1. The order of items in a sentence. Please refer to Gramática K'ichee', Saqijix, Candelaria López, 1997, (pages 341 - -349) referred to at the beginning of this Guide.
2. Indicating verb arguments through two games: Game A and Game B. Please refer to Gramática K'ichee', Saqijix, Candelaria López, 1997, (pages 111-113).
3. Different types of voices exist in the K'iche' language, focusing on antipassive voice. Please refer to Gramática K'ichee', Saqijix, Candelaria López, 1997, (pages 365 - 375).

Please follow normative rules regarding the use of syntax. Do not transfer the English structure to the localized text. Follow K'iche' word order and syntax, so the localized material to be as fluent as if it would have been originally written in K'iche'.

Structure of Procedures

In Microsoft documentation, a procedure is a series of steps the user must follow to complete a specific action.

There is no specific way to indicate the initiation of a procedure in K'iche'; however, it must always include a transitive or intransitive verb conjugated in the third person. (Are wa' kab'anik rech kel jun tz'ajtz'ib'anik, *To print a document*). The phrase or sentence can be shown as text or heading. If it is a text, it must end with colon. If it is a heading, it does not need to end with any punctuation mark. The following steps must be written in full sentences, beginning with a capital letter and ending with a period.

Example:

English	Spanish	K'iche'
To delete a frame border Select the frame. Choose Border from the Format menu.	Para eliminar un borde del marco Seleccione el marco. Elija Borde en el menú Formato .	(+) Rech kachup uwach jun uchi' jun kajxkut Rajawaxik kacha' ri uchi' pa ri cholchakub'al rech ri k'amwach .

Branching within Procedures

If there are two ways to perform a step, paragraphs must be separated and the word “– wene’ utz–” must be used. Then, a verb conjugated in present tense and third person must be included.

English	Spanish	K’iche’
	En el menú Archivo , elija Guardar como .	(+) Pa ri cholchakub’al K’olchak, chacha’a ri Uk’olik pa .
	O bien – Presione F12.	Wene’ utz – Kapitz’ ri F12.

Verbs

For detailed information on this topic, please refer to Gramática K’ichee’, Saqijix, Candelaria López, 1997, (pages 171- 204), referred to at the beginning of this Guide.

Examples:

English	Spanish	K’iche’
Read me from Windows Internet Explorer.	Léame de Windows Internet Explorer.	(+) Kinasik’ij pa ri Windows Tzukunel Nimk’atz.
Save data from favorite websites.	Conservar datos de sitios web favoritos.	(+) Kak’ol ri juq’attzij rech ri jalajoj taq k’olib’al ri kasolij.

Infinitive

In K’iche’, the infinitive falls into the verb category. The infinitive is just a way to name a verb, but it is not a verb in itself because it does not take the position of a verb in a sentence. In general, the infinitive is accompanied by the suffix –ik. This suffix is usually deleted, so it is no longer an infinitive and falls into another category. This category takes the inflection of affixes from JA/ergative and JB/absolutive, thus changing its category and becoming a verb. Since the infinitive in K’iche’ is not a clear topic and it is under discussion, please refer to Gramática K’ichee’, Saqijix, Candelaria López, 1997, referred to at the beginning of this Guide.

B’ixonik: to sing	Deleting suffix –ik	<u>Kab’ixon</u> le ak’al
B’anik: to do	Adding possession prefix for JA, third person.	¿Jas kab’an che ub’anik ri chak?
B’ixonik: to sing	Adding derivational suffix	Je’l taq b’ix kub’an le <u>b’ixonel</u> ”

Word Order

The main constituents of a sentence (verb, subject and object) take a given position to specify the function and semantic meaning in the sentence. The basic word order in K'iche' is VOS (without topicalizing, focusing or emphasizing any of the items), although there are other combinations allowed in the language too. Each order has a specific context of use. For more information on this topic, please refer to Gramática K'ichee', Saqijix, Candelaria López, 1997, (pages 341 - 359) referred to at the beginning of this Guide.

Example:

Order:	English	K'iche'
VOS	Deleting browser history	(+) <u>Kachup</u> ri utzijob'elil ri nik'onib'al.

Style and Tone Considerations

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

Audience

The audience of Microsoft products varies greatly depending on the product. Some products are directed to IT professionals while other are focused on home users. Always bear this in mind when localizing your product. The product team may be able to provide more information about the intended audience for each product.

Style

General Tips

- Be precise and clear.
- Be consistent – Do not repeat US inconsistencies in localized version.
- Avoid literal translations.
- Reword every sentence that is not clear enough in K'iche'.
- Rework every sentence that "sounds" like a translation.
- Do not hesitate to break-up long sentences into smaller parts in order to help better understanding.

Tone

The Mayan K'iche' language is characterized by two different forms to address people: formal and informal.

The formal form is used to address people bearing authority, because of their age or prestige within the community. For the purposes of this project, the informal form will be used: **at**.

English	Spanish	K'iche'
Now you have an Internet connection	Ahora usted tiene conexión a Internet	(-) <u>La</u> tiqital <u>la</u> pa ri Nimk'atz.
Now you have an Internet connection	Ahora usted tiene conexión a Internet	(+) <u>At</u> tiqitalik pa ri Nimk'atz.

Voice

Voice is a grammatical category that refers specifically to the relationship between a verb and the main arguments of a sentence: subject and object. There are different types of voices: active, passive and antipassive. However, for the purpose of translating, the active voice will be the only one used.

For more information, please refer to Ri Ukemiik ri Tz'ib'anik pa K'ichee' Ch'ab'al, Manual de Redacción K'ichee', Candelaria López Ixcoy, 1994 (pages 156 - 158) referred to at the beginning of this Guide.

Example:

English	Spanish	K'iche'
You are now connected to the Internet.	Está ahora conectado a Internet.	(+) Wechanim at tiqitalik pa ri Nimk'atz.

Localization Guidelines

This section contains guidelines for localization into K'iche'.

Please see more information about Localization Guidelines for Windows [here](#).

General Considerations

The following sections will provide a set of guidelines for handling different elements while localizing UI and user assistance content.

Please, make sure to always use current terminology and phrases for the product being localized by looking for the translations in the most recent version of the Microsoft terminology databases and other approved glossaries. Consistent use of Microsoft approved terminology in all localized products is one of the major factors in achieving the required quality for localized products.

Abbreviations

Common Abbreviations

This section does not apply to K'iche', since abbreviations are not used in the language.

Acronyms

Acronyms are words made up of the initial letters of major parts of a compound term. Some well-known examples are WYSIWYG (What You See Is What You Get), OLE (Object Linking and Embedding), or RAM (Random Access Memory).

In general, no acronyms are used in K'iche'. However, if there is a translation for the compound term and its acronym is required, it should be formed by the first letter of each word included in the term. If the compound term has no translation, the acronym from the source language will be used.

Localized Acronyms

If there is a translation for the compound term, the acronym will be formed by the first letter of each word included in the term and written in capital letters. In K'iche', acronyms do not have gender.

When dealing with localized acronyms, if the acronym is widely used it should be used "as is" (without including the spelled out term). However, if the acronym appearing in the approved terminology database is not widely used or could be mistaken by another acronym, the recommendation is to spell out the term and include the acronym in brackets the first time the acronym appears in the text.

Example:

English	Spanish	K'iche'	Localized acronym
Automatic union	Unión automática	utukelamunuk'ik	UM
Drop-down menu	Menú desplegable	Lik'ital choloqib'al	LCH

Unlocalized Acronyms

When an acronym will remain in English throughout a manual or other text, we need to consider the following:

- If the acronym is rather common, adding the fully spelled-out form will only confuse users. In these cases, the acronym can be used on its own. The following list contains examples of acronyms and/or abbreviations that are commonly understood. These should not be localized or spelled out in full in English:
 - ANSI (American National Standards Institute)
 - CD
 - DOS
 - DSL
 - DVD
 - ISDN
 - ISO (International Standards Organization)
 - IP
- If the acronym is not widely used, the first time it occurs, write its full name in K'iche' in normal font followed in parentheses by the English acronym. If there would be a need to spell the full name in English the first time the acronym appears in order to make it clear to the reader, spell the full name in K'iche' in normal font followed in parentheses by the acronym and its full spelling in English in italics.

Example:

English	Spanish	K'iche'
If the application to which it is exported accepts dynamic data exchange (DDE) or object linking and embedding (OLE)	Si la aplicación a la que se exporte acepta el intercambio dinámico de datos (DDE) o la vinculación e incrustación de objetos (OLE), también se puede pegar un documento de gráfico vinculado en la otra aplicación.	(+) We ri kojkemchak ri tajin kb'an uq'axexik kuk'am ri intercambio dinámico de datos (DDE) wene' ri vinculación e incrustación de objetos (OLE), utz we kanek' jun wachib'al pa ri kojkemchak.
If the source application accepts dynamic data exchange (DDE)	Si la aplicación de origen acepta el intercambio dinámico de datos (DDE, <i>Dynamic Data Exchange</i>), se puede vincular la copia de la imagen con el documento de origen para que la copia se actualice siempre que éste se actualice.	(+) We ri uche'al ri kojkemchak kuk'am ri intercambio dinámico de datos (DDE, <i>Dynamic Data Exchange</i>), loq' kanuk' riuwachib'al ruk' ri uche'al ri wuj, ruk' la' ri e kab' kakinuk' kib'..

Applications, Products, and Features

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

Frequent Errors

Below is a list of the most frequent errors, which are made when localizing into K'iche' language.

Example:

Do not use	Translation accepted by Microsoft	Reasons/Comments
Formal form t Lal or alaq to address people in instructions	Regular form to address people: at , ix	It is the generalized form to address people.
Gender in nouns	No gender, use the articles “ri” or “le” before nouns	K'iche' has no gender inflection
Relaxed vowels or vowels including diaeresis: ä,ë,ï,ö,ü	Simple vowels only: a, e, i, o, u	Practical writing promoted by the ALMG (Academia de Lenguas Mayas)
Double possession in nouns Refer to the Help manual (–) Urilik ri wuj rech tob'anem	(+) <u>Rilik</u> ri wuj rech tob'anem	The use of double possession is incorrect.
Incomplete forms in written words Majb'l Cholchakub'l	(+) Majb'al Cholchakub'al	Use of full form.

Glossaries

You can find the translations of terms and UI elements of Microsoft products at Microsoft Language Portal (<http://www.microsoft.com/Language/en-US/Default.aspx>).

Recurring Patterns

This section does not apply to this first version of the K'iche' Style Guide. To be evaluated in the future.

Standardized Translations

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

- [Nouns](#)
- [Prepositions](#)
- [Infinitives](#)

- [Genitive](#)
- [Syntax](#)
- [Verbs](#)
- [Word Order](#)
- [Voice](#)

Unlocalized Items

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

For K'iche', as localization of Microsoft products into this language have not started yet, this section will be revisited in future updates of the Style Guide.

Using the Word Microsoft

In English, it is prohibited to use MS as an abbreviation for Microsoft. In K'iche', this should not be used either.

Example:

English	K'iche'
Microsoft Software License Terms	(+) Taqanik rech upatanib'al cholwach Microsoft

Software Considerations

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

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

User Interface

GUI main elements

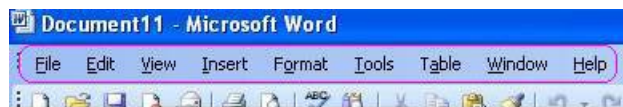
This refers to all menus, menu items, commands, buttons, check boxes, etc., which should be consistently translated in the localized product.

Menus

Main menus are the menus that appear at the top of the user interface. Main menus typically include File, Edit, View, Insert, Format, Tools, Table, Window, Help.

Typically, in the localization of main menu names simple, compound or abstract nouns should be used. Sometimes, infinitive verbs can also be used when allowed by the context.

Examples:

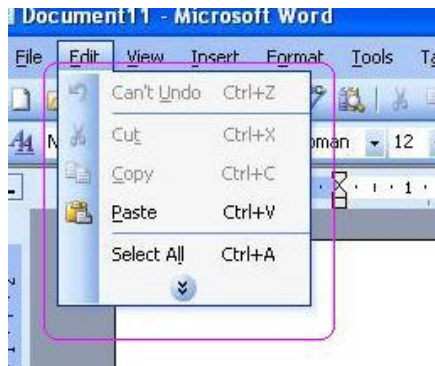


English	Spanish	K'iche'
View	Ver	(+) Ilik
Edit	Edición	(+) K'exsuk'umanem
Insert	Insertar	(+) Kemunimik
Format	Formato	(+) K'amwach chak
Tools	Herramientas	(+) Chakub'al

Menu Items and Commands:

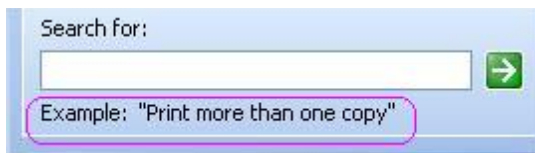
In the localization of commands and menu items simple, compound, abstract or verbal nouns should be used.

Commands are translated using conjugated form of verbs in the second person singular, present tense, indicative or imperative mood.



Examples:

English	Spanish	K'iche'
Save As...	Guardar como	(+) Uk'olik pa...
Print...	Imprimir	(+) Tz'ajtz'ib'anik
Select All	Seleccionar todo	(+) Ucha'ik ronojel
Print more than one copy	Imprimir más de una copia	(+) Chatz'aja' keb' oxib' uwach wuj
Select the following	Seleccione los siguientes datos	(+) Chacha' we juq'attzij

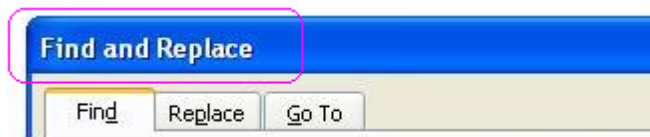


Dialog boxes

When translating the interface of a dialog box, the terminology and style used should be coherent in all dialog boxes, thus ensuring consistency in translations and other applications localized.

Please note that some applications not currently localized can be localized in the future and the solutions considered now will be used again later. This also applies to dialog boxes which are identical in several applications.

Headings of dialog boxes

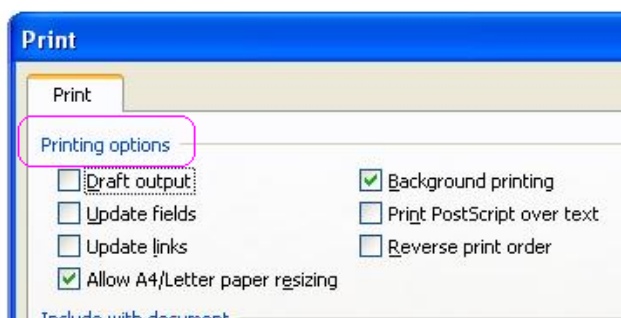


Headings of dialog boxes must be simple and coherent with menu elements or commands referring to them. Verbal nouns, compound nouns or infinitives are used when localizing menus. Therefore, headings of dialog boxes must follow this pattern (verbal noun, compound noun or infinitive).

Examples:

User interface category (UI)	English	Spanish	K'iche'
Menu element	Split cells	Dividir celdas	(+) Ujachik k'olq'etal
Heading of dialog box	Split cells	División de celdas	(+) Ujachik k'olq'etal

Headings of group boxes



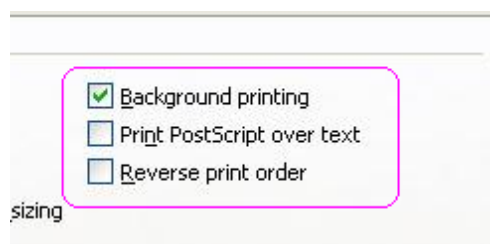
In general, the headings of group boxes must be simple, compound, abstract or verbal nouns. They could also include verbs in infinitive form, if it is allowed by context and verbs conjugated in present, second person singular, indicative or imperative mode.

Some phrases may require the use of a particle.

Examples:

English	Spanish	K'iche'
Include with document	Incluir con documento	(+) Uya'ik ruk' riwokwujchak
Printing Options	Opciones de impresión	(+) Jalajoj taq tz'ajtz'ib'

Boxes

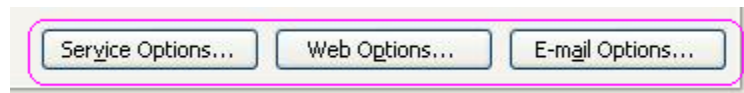


In general, checkboxes must be composed by infinitives or conjugated verbs; simple, verbal, abstract or compound nouns or a combination of particles.

Examples:

English	Spanish	K'iche'
Enable reminder	Habilitar recordatorio	(+) Chaya' q'ij una'tajisaxik
Don't show me this dialog again.	No mostrar este cuadro de diálogo de nuevo.	(+) Ma kak'ut ta jumul chik we jun utzijob'al kajuxku chi nuwach.
Always ask me first.	Preguntarme primero.	(+) Amaq'el kata'na n'ab'e chwe.

Buttons

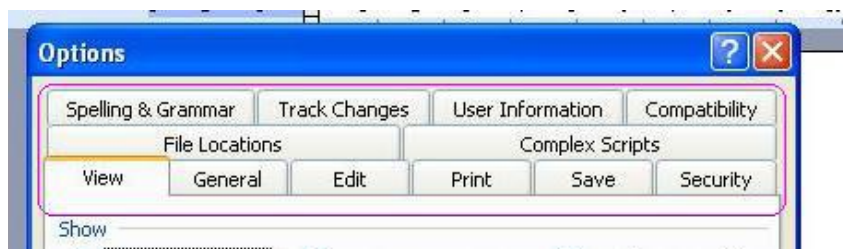


Conjugated verbs, in present tense, second person singular, indicative or imperative mode can be used to localize buttons, as well as simple, verbal, abstract or compound nouns.

Examples:

English	Spanish	K'iche'
Add	Agregar	(+) Tiqnimarisanik
Cancel	Cancelar	(+) Uq'atexik
Continue	Continuar	(+) Utaqexik

Dialog box tabs

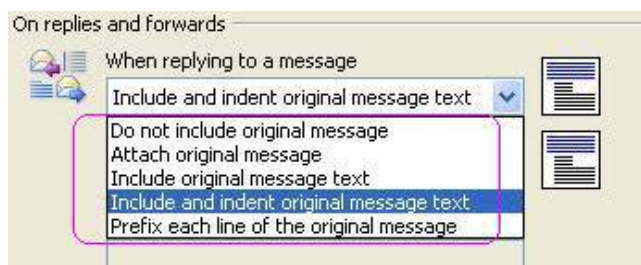


Dialog box tabs must be localized using infinitives, conjugated verbs or simple, verbal, abstract or compound nouns.

Examples:

English	Spanish	K'iche'
Print	Imprimir	(+) Tz'ajtzib'anik
Changes	Cambios	(+) K'exb'alil
Format	Formato	(+) K'amwach chak

Tables/List Tables

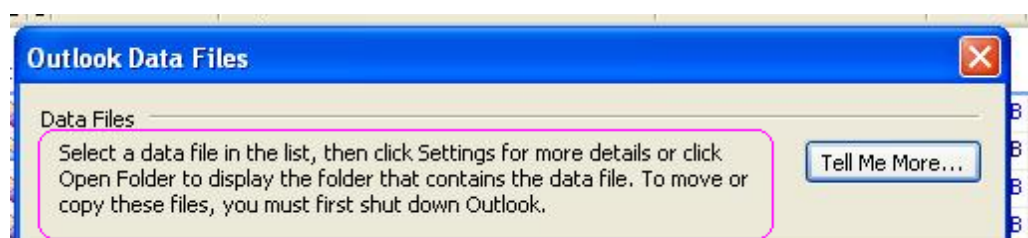


This section will require verbs, preferably conjugated verbs in imperative mode. However, simple, verbal, abstract or compound nouns may be used, if necessary.

Examples:

English	Spanish	K'iche'
Print it	Imprímalo	(+) Chatz'ajtz'ib'aj wuj
Add it	Agréguelo	(+) Chatiqnimarisaj
Change it	Cámbielo	(+) Chak'exa'
Delete it	Elimínelo	(+) Chachupu

Instructions in dialog boxes



In this section, conjugated verbs in imperative mode should be used, since an action or a response to an action is expected.

Example:

English	Spanish	K'iche'
Change settings for the files Outlook uses to store e-mail messages and documents.	Cambiar la configuración de los archivos que Outlook usa para almacenar mensajes de correo electrónico y documentos.	(+) Chak'exa' ri wiqitajem rech ri k'olchak ri kukoj ri outlook rech kayak ri taqoqxa'n pa kematz'ib' xuquje' ri taq wujil.

Information about tools

These user interface elements are generally composed by short phrases or sentences describing what an element does or how it can be used.



Short phrases or sentences and verbs conjugated in second person singular and imperative mode are used to localize this part.

Examples:

English	Spanish	K'iche'
Analyze items with a spreadsheet application.	Analice los elementos con una aplicación de hoja de cálculo.	(+) Chanik'oj ri taq uq'a'b' tzij ruk' jun kojchemchak uxaq wokaj.

Messages

Messages, warnings, instructions or descriptions provide users with information on the functioning of the product or warn him of certain aspects that require particular attention.

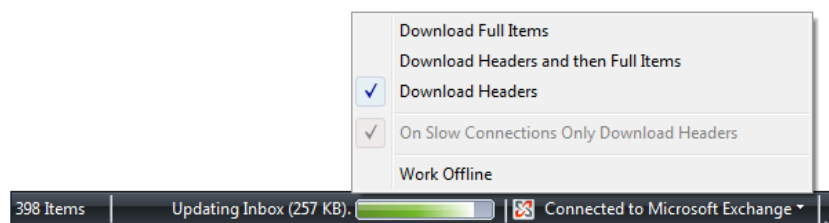
It is important that messages are translated consistently, so the user can immediately recognize the message type: error message, status bar message or interactive message.

When localizing all kinds of messages for Microsoft products, the sentence word order (VOS) must be carefully followed. Sentences must be written in active voice and verbs conjugated in present tense will be needed. In some cases, the imperative mode will be used.

Status Messages

What is a Status Bar Message?

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



K'iche' Style in Status bar Messages

When translating status bar messages, a near-standard form should be kept, since the language allows for several interpretations that could change the meaning of the message.

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

Examples:

Name	Name in K'iche'	Category	English (Spanish) Status Bar message	K'iche' Status Bar message
Edit (Edición)	(+) K'exsuk'umanem	Menu	Contains editing commands (Contiene comandos de edición)	(+) Ruk'a'am jalajoj taq ub'xik chak rech ri K'exsuk'umanem.
Copy to Folder...(Copiar a carpeta)	(+) Chawesaj uwach chi upam ri k'olib'al chak	Menu	Copies the selected items to a new location (Copia los elementos seleccionados a una nueva ubicación)	(+) Chawesaj uwach ronojel ri juq'attzijri acha'om chik, ka te ri' chaya' pa jun k'ak' k'olib'al.
New (Nuevo)	(+) K'ak'	Command	Creates a new document (Crea un nuevo documento)	(+) Chab'ana' jun k'ak' wuj
Visibility (Visibilidad)	(+) Uk'utik uwach	Command	Make object visible? (¿Hacer un objeto visible?)	(+) ¿kak'ut uwachjun jastaq?
Press Esc to	(+) Chapitz'a' Esc	Command	Word is converting the document. Press Esc to stop. (Word está convirtiendo el document. Oprimir Esc para detener el proceso)	(+) Ri Word tajin kuk'ex ri wujil. Chapitz'a' Esc rech katak'ab'a' ri chak.
Done	(+) Xk'isik	Command	Done (Listo)	(+) Xk'isik

The importance of standardization

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

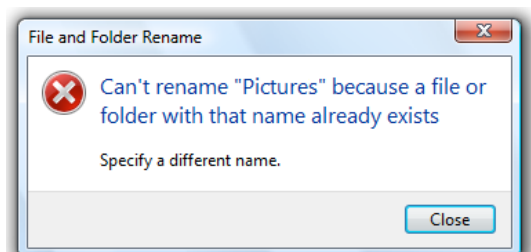
English (Spanish) term	Correct K'iche' translation
Press F1 to get Help (Oprima F1 para la Ayuda)	(+) Chapitz'a' F1 rech katto'ik
If you want Help press F1 (Si necesita ayuda oprima F1)	
To get Help press F1 (para obtener ayuda oprima F1)	
Not enough memory (Memoria no suficiente)	(+) Ma kub'ana ta chi ri memk'olib'al
Insufficient memory (Memoria insuficiente)	
There is not enough memory (No hay suficiente memoria)	

Save changes to %1? (¿Guardar cambios en %1?)	(+) ¿La kawaj kab'an uk'olik ri k'exb'alil pa ri %1?
Do you want to save changes to %1? (¿Desea guardar los cambios en %1?)	

Error Messages

What Is An Error Message?

Here is an example:



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

K'iche' Style in Error Messages

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

Standard terminology, following the standards mentioned in other sections of this Guide, will need to be used. When writing error messages, the negative particles Man/ma + ta or taj, depending on the context, should be used.

Standard Phrases in Error Messages

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

In K'iche', the recommendation is to use only one form to avoid extending the meaning of the message. When writing (most) messages, the negative particles Man/ma + ta or taj, depending on the context, will need to be used.

Examples:

English (Spanish)	Translation	Example	Comment
Cannot ... (No se puede) Could not ... (No se pudo)	Man loq' taj	Man loq'ta kutor ri wuj	Negative particles which coordinate with any type of verb.

English (Spanish)	Translation	Example	Comment
Failed to ... (Falló el) Failure of ... (Falla al)	K'o k'axk'olil	K'o k'axk'olil che umajik ri...	This form is ready to be completed with an action like Chak, uchupik, uk'olik, etc.
Cannot find ... (no se puede encontrar) Could not find ... (no se pudo encontrar) Unable to find ... (imposible encontrar) Unable to locate ...	Ma kariqitaj ta ri ...	Ma kariqitaj ta ri... (k'olib'al, wuj, ubixik...)	This form is ready to be completed with an action or noun.
Not enough memory (no suficiente memoria) Insufficient memory (memoria insuficiente) There is not enough memory (no hay memoria suficiente) There is not enough memory available	Ma kub'ana' ta chi ri kemk'olib'al	Ma kub'ana' ta chi ri kemk'olib'al rech uk'olik ri wuj.	A simple and clear way to convey the message.
... is not available (no está disponible) ... is unavailable	Ma jamal taj	Ma jamal ta ri rajaw	Negative particles which coordinate with any type of verb.

Error Messages Containing Placeholders

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

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

%c means <letter>

%s means <string>

Examples of error messages containing placeholders:

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

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

Keys

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

In English, references to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps). The same formatting is applicable for K'iche'.

Key Names

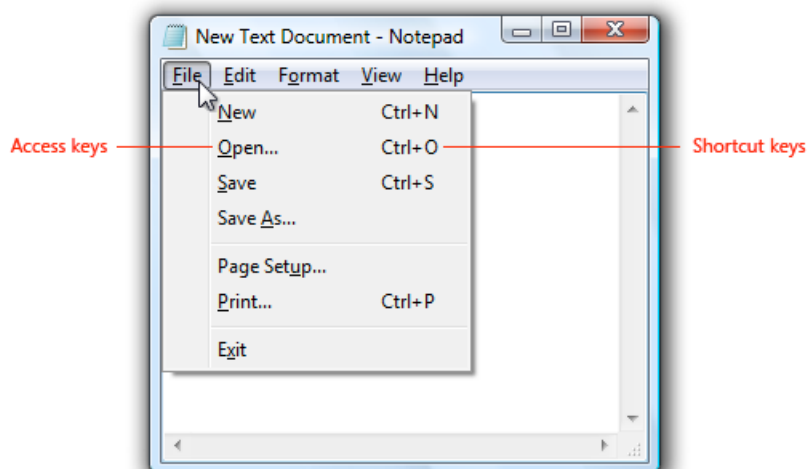
Keyboards are not localized into Mayan K'iche'; the ones commonly used are in Spanish. Below, is shown a list of keys to be used in Mayan K'iche'. The keys having a label in ordinary Spanish keyboards are left in Spanish, the ones without a label have been localized into K'iche' to make it clearer to the user.

Please, make sure the term “pitz'b'al” preceeds all key labels (when not present in the list below).

English key name	K'iche' key name
Alt	Alt
ALT GR	ALT GR
Backspace	Tzali jem
Break	Inter
Caps Lock	Bloq Mayús
Ctrl	Control
Delete	Supr
Down Arrow	Uch'ab' ikim
End	Fin
Enter (Num Pad)	Intro
Enter key	Okem
Esc	Esc
Home	Inicio
Insert	Insertar
Left Arrow	Uch'ab' moxq'ab'
menu key	pitz'b'al Cholchakub'al
Num Lock	Bloq Num
Page Down	Av Pág
Page Up	Re Pág

English key name	K'iche' key name
Pause	Pausa
print screen	Imp Pant
Right Arrow	Uch'ab' wikiq'ab'
Scroll Lock	Bloq Despl
Shift	Rokib'al Nimatzib'
Spacebar	Uq'etb'al uxo'l
Tab	Yab'al uxo'l
Up Arrow	Uch'ab' ajsik
Windows key	pitz'b'al Windows

Access Keys/Hot keys



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

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as l, I, t, r, f can be used as hot key	yes	In K'iche', the "f" is not used, except when it is really necessary (the term has no translation from Spanish to K'iche', the character cannot be replaced).
Characters with downstrokes, such	yes	In K'iche', the "g" is not used,

Hot Key Special Options	Usage: Is It Allowed?	Notes
as g, j, y, p and q can be used as hotkeys		except when it is really necessary (the term has no translation from Spanish to K'iche', the character cannot be replaced).
Extended characters can be used as hotkeys	no	
An additional letter, appearing between brackets after item name, can be used as hotkeys	no	
A number, appearing between brackets after item name, can be used as hotkey	no	
A punctuation sign, appearing between brackets after item name, can be used as hotkey	no	
Duplicate hotkeys are allowed when no other character is available	N/A	This is an engineering decision. Please contact your product team representative for further information on how to deal with this situation.
No hotkey is assigned when no more characters are available (minor options only)	N/A	This is an engineering decision. Please contact your product team representative for further information on how to deal with this situation.

Additional notes: N/A

Arrow Keys

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

Numeric Keypad

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

Shortcut Keys

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

Standard Shortcut Keys

US Command	US English Shortcut Key	Spanish	K'iche' Command	K'iche' Shortcut key
General Windows Shortcut keys				
Help window	F1	Ayuda	Tob'anem	F1
Context-sensitive Help	Shift+F1	Ayuda contextual	Jalajoj tob'anem	Mayús+F1
Display pop-up menu	Shift+F10	Mostrar el menú contextual	Uk'utik ri jalajoj cholokib'al	Mayús+F10
Cancel	Esc	Cancelar	Uq'atexik	Esc
Activate\Deactivate menu bar mode	F10	Activar o desactivar las opciones de la barra de menús	Uk'asuxik wene' utoq'ob'exik ri jalajoj ucha'ik ri k'utuq'etal chakub'al	F10
Switch to the next primary application	Alt+Tab	Cambiar a la siguiente aplicación en ejecución	Uk'exik we jun kojkemchak ri tajin kachakuxik.	Alt+Tab
Display next window	Alt+Esc	Mostrar la siguiente ventana	Uk'utik we jun kemilb'al	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Mostrar menú emergente de la ventana	Uk'utik ri aninaqil cholchakub'al pa ri kemilb'al	Alt+Barra espaciadora
Display pop-up menu for the active child window	Alt+-	Mostrar el menú emergente de la ventana secundaria activa	Uk'utik ri aninaqil cholchakub'al pa ri ukab' k'aslik.kemilb'al	Alt+-
Display property sheet for current selection	Alt+Enter	Mostrar la hoja de propiedades del elemento seleccionado	Uk'utik ri wujil re ub'antajik rech ri cha'om q'at	Alt+Entrar ("Intro" in some keyboards, but it has been localized as "Entrar" in all

US Command	US English Shortcut Key	Spanish	K'iche' Command	K'iche' Shortcut key
				Microsoft products)
Close active application window	Alt+F4	Cerrar la ventana de la aplicación activa	Utz'apixik ri kemilb'al kojchemchak ri k'asal na.	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Pasar de una ventana a otra de la misma aplicación	Uq'axexik pa taq ri kemilb'al ri junam kib'antajik	Alt+F4
Capture active window image to the Clipboard	Alt+Prnt Scrn	Capturar la imagen de la ventana activa al Portapapeles	Uchapik ri wachib'al ri k'o pa ri k'aslik kemilb'al rech kaq'axex pa ri k'olkiwuj	Alt+Imp Pan
Capture desktop image to the Clipboard	Prnt Scrn	Capturar la imagen del escritorio al Portapapeles	Uchapik ri wachib'al ri k'o pa ri ilwach chak rech kaq'axex pa ri k'olkiwuj	Imp Pan
Access Start button in taskbar	Ctrl+Esc	Obtener acceso al botón Inicio en la barra de tareas	Jaqal ub'e rech kok pa ri pitz'b'al re ri achochib'al chi upam ri jeqk'utb'al chak	Ctrl+Esc
Display next child window	Ctrl+F6	Mostrar la siguiente ventana secundaria	Uk'utik ri jun petinaq ukab' kemilb'al	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Mostrar la siguiente ficha	Uk'utik ri petinaq kemch'aqata'q	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Iniciar el Administrador de tareas	Utzijik ri kemchajinel chak	Ctrl+Mayús+Esc
File Menu				
File New	Ctrl+N	Archivo Nuevo	K'ak' Kemk'olonem	Ctrl+U
File Open	Ctrl+O	Archivo Abrir	Kemk'olonem Ujaqik	Ctrl+A
File Close	Ctrl+F4	Archivo Cerrar	Kemk'olonem Utz'apixik	Ctrl+F4
File Save	Ctrl+S	Archivo Guardar	Kemk'olonem Uk'ollik	CTRL+G
File Save as	F12	Archivo Guardar como	Kemk'olonem Uk'ollik pa...	F12
File Print Preview	Ctrl+F2	Archivo	Kemk'olonem	Ctrl+F2
File Print	Ctrl+P	Archivo Imprimir	Kemk'olonem Tz'ajtzib'anik	Ctrl+P

US Command	US English Shortcut Key	Spanish	K'iche' Command	K'iche' Shortcut key
File Exit	Alt+F4	Archivo Salir	Kemk'olonem Elik	Alt+F4
Edit Menu				
Edit Undo	Ctrl+Z	Edición Deshacer	K'exsuk'umanem Uchupik	Ctrl+Z
Edit Repeat	Ctrl+Y	Edición Repetir	K'exsuk'umanem Ukamulixik	Ctrl+Y
Edit Cut	Ctrl+X	Edición Cortar	K'exsuk'umanem Uqupixik	Ctrl+X
Edit Copy	Ctrl+C	Edición Copiar	K'exsuk'umanem Uresaxik uwach	Ctrl+C
Edit Paste	Ctrl+V	Edición Pegar	K'exsuk'umanem Unak'ik'	Ctrl+V
Edit Delete	Ctrl+Backspace	Edición Eliminar	K'exsuk'umanem Uchupik	Ctrl+Barra espaciadora
Edit Select All	Ctrl+A	Edición Seleccionar todo	K'exsuk'umanem Ucha'ik ronojel	Ctrl+E
Edit Find	Ctrl+F	Edición Buscar	K'exsuk'umanem Utzokuxik	Ctrl+B
Edit Replace	Ctrl+H	Edición Reemplazar	K'exsuk'umanem Uk'exik	Ctrl+L
Edit Go To	Ctrl+B	Edición Ir a	K'exsuk'umanem B'enam pa	Ctrl+I
Help Menu				
Help	F1	Ayuda	Tob'anem	F1
Font Format				
Italic	Ctrl+I	Cursiva	Tzaltz'ib'	Ctrl+K
Bold	Ctrl+G	Negrita	Q'eqilal	Ctrl+N
Underlined\Word underline	Ctrl+U	Subrayado	Juch'umuxe'	Ctrl+S
Large caps	Ctrl+Shift+A	Mayúsculas	Nima'q tz'ib'	Ctrl+Shift+U
Small caps	Ctrl+Shift+K	Versalitas	Lajnima'qtz'ib'	Ctrl+Shift+L
Paragraph Format				
Centered	Ctrl+E	Centrar	Uya'ik pa uk'u'x	Ctrl+T
Left aligned	Ctrl+L	Alinear a la izquierda	Uya'ik pa ri moxq'ab'	Ctrl+Q

US Command	US English Shortcut Key	Spanish	K'iche' Command	K'iche' Shortcut key
Right aligned	Ctrl+R	Alinear a la derecha	Uya'ik pa ri wikiq'ab'	Ctrl+D
Justified	Ctrl+J	Justificado	Ukolomaxik	Ctrl+J

Document Translation Considerations

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

Titles

In English the titles for chapters usually begin with "How to ..." or with phrases such as "Working with ..." or "Using ...". In the K'iche' version of Microsoft documentation, follow the guidelines below.

1. Question phrases or sentences: these are formed using any interrogative particles, depending on the context, followed by a verbal noun (similar to the Spanish infinitive) possessed in third person singular (please refer to Gramática K'iche' de Saqijix, Candelaria López, 1997) followed in turn by the noun needed.

Example:

English	Spanish	K'iche'
How can I save a document?	¿Cómo guardar un documento?	(+) ¿Jas uk'olik jun wokwujchak?

2. When writing headings, the preferred way is to use a verbal noun (similar to the Spanish infinitive) possessed in third person singular (please refer to Gramática K'iche' de Saqijix, Candelaria López, 1997) followed by the noun needed.

Example:

English	Spanish	K'iche'
Working with Word tools	Trabajar con las herramientas de Word	(+) Ri ukojik ri uchakub'al ri Word

3. To write the headings of procedures, phrases starting with the verbal noun, "Rech", followed by the verbal noun (similar to the Spanish infinitive) possessed in third person singular will be used (please refer to Gramática K'iche' de Saqijix, Candelaria López, 1997) followed in turn by the noun needed.

Example:

English	Spanish	K'iche'
To print a document	Para imprimir un documento	(+) Rech katz'ajtz'ib'aj jun wuj

Copyright

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

Example:

English	Spanish	K'iche'
Copyright	Copyright	(+) Retal ri yatal che ri b'anal chak
All rights reserved	Todos los derechos reservados	(+) Ri yatal che ri b'anal chak
Microsoft Corporation	Microsoft Corporation	(+) Microsoft Corporation