

Hausa Style Guide

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What's New?

Last Updated: May 2011

New Topics

No topic added

Updated Topics

Style guide was fully updated in May 2011

Introduction

This Style Guide went through major revision in May 2011 in order to remove outdated and unnecessary content.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

About This Style Guide

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

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

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

Scope of This Document

This Style Guide is intended for the localization professional working on Microsoft products. It is not intended to be a comprehensive coverage of all localization practices, but to highlight areas where Microsoft has preference or deviates from standard practices for Hausa 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. Always check for approved translation in the Microsoft terminology database.

Sample Text

Hutun `Yan Makaranta

A kowace shekara yan makaranta sukan sami hutu sau uku. Yau a makaranta an ba wa su Aliyu hutun wata daya. Sai da suka gama daukar jarrabawa sannan aka ba su hutun. Duk `yan makaranta sai tsale suke yi, suna murna sun sami hutu.

Lokacin da suka je gida suka ce an ba su hutu, sai babansu ya ga ya kamata su je su ziyarci yayansu Idi a can wani babban gari. Tuni Idi ya gama makarantarsa ya kama aiki a Gidan Gona. Ga shi babban ma'aikaci, kuma ga shi babban manomi domin yana da gonarsa ta kansa.

Garin da Idi yake da nisa. Ya yi nisan mil hamsin daga kauyen su Aliyu. Ana samun motar da za ta kaj mutum garin koyaushe. Ana samun jirgin kasa ma. Amma sai an yi tafiyar mil goma kafin a je tashar jirgin kassan. Akwai motar da za ta kai mutane tashar jirgin.

Aliyu ya sami takarda ya rubuta wa yayansu wasika, ya sanar da shi cewa za su ziyarce shi a lokacin wannan hutun da aka ba su a makaranta. Ga wasikar da ya rubuta:

Markarantar Firamare,
Ta Gwarmai
Tashar Jirgin Kasa
Ta Dangora,
Kano.
12/12/1986.

Zuwa ga yayanmu, malam Idi.

Gaisuwa mai yawa da ladabi, da biyayya, da tambayar lafiyarka da ta iyalinka duka.

Baya haka muna sanar da kai cewa an ba mu hutun wata d aya a makaranta Saboda hake baba ya ce ya kamata kawu ya rako mu mu zo mu ziyarce ka. Za mu zo a jirgin kasa ranar 25 ga wannan watan. Muna fata za ka sami dama ka tare mu a tasha.

Kuma muna fata in mun zo za ka kai mu tashar jirgin sama, da gidan waya, da koleji, da laburare, mu yi kallo. Sannan kuma muna so mu je babban kantin nan na littattafai don mu sayo littattafai iri-iri wad anda za mu karanta in mun dawo gida.

Da baba da inna da kawu da duk mutanen gida suna gaishe ku. A huta lafiya. Sai mun zo.

Wasalam
Mu ne kannenka, musa ladabi,
Lamba waya 08063611208,
Aliyu Da Fadimatu.

Source : “DA KOYO AKAN IYA” Littafi Na Uku (Sabon tsari)1989 Ibrahim Yaro Yahaya Da Yunusa Yusuf.
An Kirkiro a 5/02/2011 a karfe 08h15 na dare.

Recommended Reference Material

Use the Hausa 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. Hausa Metalanguage³
2. Collins Dictionary
3. Advance Learners Dictionary
4. Kamus na Hausa da Turanci

Informative References

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

1. Introductory Hausa & Hausa-English vocabulary, by Charles & Marguerite Kraft (1973)
2. Grammar of the Hausa language by Frederick William Hugh Migeod (1914)
3. Hausa notes: grammar & vocabulary, by Walter Miller (1922)
4. Grammar of the Hausa language by James Frederick Schön (1862)
5. Lehrbuch der Hausa-Sprache: Manual of the Hausa language, by Adam Mischlich (1911)
6. The Hausa lexicographic tradition by Roxanna Ma Newman & Paul Newman, in *Lexikos* (2001)
7. Specimens of Hausa literature by Charles Henry Robinson (1896)
8. Hausa reading book by Lionel Charlton (1908)
9. Hausa folk-tales, the Hausa text of the stories in Hausa superstitions and customs, by Arthur Tremearne (1914)
10. Hausa superstitions and customs, an introduction to the folk-lore and the folk, by Arthur Tremearne (1913)
11. Hausa folk-lore, customs, proverbs... collected and transliterated with English translation and notes, by Robert Sutherland Rattray (1913) : I & II
12. Magana Hausa, Hausa stories and fables, collected by James Frederick Schön (1906)
13. Hausa stories and riddles, with notes on the language & Hausa dictionary, par Hermann Harris (1908)

14. La-yia yekpe nanisia, wotenga Mende-bela ti Kenye-lei hu: The Gospels (1872)
15. The Epistles and Revelations in Hausa (1879)
16. The Quran: Hausa-Arabic bilingual
17. The Bible in Hausa
18. Abubakar Imam Memoirs 1989 Published By: NNPC Date Published: ISBN: 978-169-307-1 Soft cover, 978-169-308-8 Hard cover
19. Ruwan Bagaja 1934 Published By: NNPC
20. Maganan Jari Ce 1939 Published By: NNPC

Language Specific Conventions

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

Country/Region Standards

Characters

Country/region	Nigeria
Lower-case characters	a, b, ɓ, c, d, ɗ, e, f, g, h, i, j, k, ƙ, l, m, n, o, r, s, t, u, w, y, `Y, z, fy, gy, gw, kw, ky, kw ky ts, sh.
Upper-case characters	A, B, ʙ, C, D, ɗ, E, F, G, H, I, J, K, Ƙ, L, M, N, O, R, S, T, U, W, Y, `Y, Z, FY, GY, GW, KW, KY, ƘW, ƘY, TS, SH
Characters in caseless scripts	n/a
Extended Latin characters	ɓ, ʙ, ɗ, Ɗ, ƙ, Ƙ, y, `Y, fy, FY, gy, GY, gw, GW, kw, KW, ky, KY, kw, KW, ky, KY, ts, TS, sh, SH
Note on alphabetical order	Alphabetical order is not necessarily indicative of sorting order.
Total number of characters	35
Unicode codes	1D2C, 1D43, 1D2E, 1D47, 0181, 0183, 0043, 0063, 0044, 0064, 018A, 018C, 0045, 0065, 0046, 0066, 0047, 0067, 0048, 0068, 0049, 0069, 004A, 006A, 004B, 006B, 0198, 0199, 004C, 006C, 004D, 006D, 004E, 006E, 004F, 006F, 0052, 0072, 0053, 0073, 0074, 0055, 0075, 0057, 0077, 0059, 0079, 03D2, 01B4, 005A, 007A
Notes	The language has some special characters with are different from the English characters.e.g ʙ,ɗ,ƙ,Kw,Ky,`Y,GW,GY,FY

Date

Country/region	Nigeria
Calendar/Era	Gregorian
First Day of the Week	Sunday
First Week of the Year	First week in the calendar <input type="checkbox"/> (first full week in January)
Separator	/ The slash symbol is used.
Default Short Date Format	d/m/yy
Example	17/3/11
Default Long Date Format	dd/mm/yyyy
Example	17/03/2011
Additional Short Date Format 1	N/A
Example	N/A
Additional Short Date Format 2	N/A
Example	N/A
Additional Long Date Format 1	N/A
Example	N/A
Additional Long Date Format 2	N/A
Example	N/A
Leading Zero in Day Field for Short Date Format	No
Leading Zero in Month Field for Short Date Format	No

No. of digits for year for Short Day Format	2
Leading Zero in Day Field for Long Date Format	Yes
Leading Zero in Month Field for Long Date Format	Yes
Number of digits for year for Long Day Format	4
Date Format for Correspondence	Date(in figures) Month (in words) Year (in figures),
Example	17 Maris 2011
Notes	n/a
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	Nigeria
24 hour format	Yes
Standard time format	HH:mm:ss
Standard time format example	05:30:16
Time separator	: (colon)
Time separator examples	05:30:16
Hours leading zero	05:30:16
Hours leading zero example	As in English

String for AM designator	N/A
String for PM designator	N/A
Notes	N/A

Days

Country/region: Nigeria

Day	Normal Form	Abbreviation
Monday	Litinin	Litinin
Tuesday	Talata	Talata
Wednesday	Laraba	Laraba
Thursday	Alhamis	Alhamis
Friday	Juma'a	Juma'a
Saturday	Asabar	Asabar
Sunday	Lahadi	Lahadi

First Day of Week: Rana ta farko a mako

Is first letter capitalized?: Yes

Notes: N/A

Months

Country/region: Nigeria

Month	Full Form	Abbreviated Form	Long Date Form
January	Janairu	Jan,	Same as Full Form
February	Fabrairu	Fab	Same as Full Form
March	Maris	Mar,	Same as Full Form
April	Afirilu	Afr,	Same as Full Form
May	Mayu	Nay,	Same as Full Form
June	Yuni	Yun,	Same as Full Form
July	Yuli	Yuli	Same as Full Form

August	Agusta	Agu,	Same as Full Form
September	Satumba	Sat,	Same as Full Form
October	Oktoba	Okt,	Same as Full Form
November	Nuwamba	Nuw,	Same as Full Form
December	Disamba	Dis,	Same as Full Form

Is first letter capitalized?: Yes

Notes: N/A

Numbers

Writing of numbers or figures, whether codes, phone numbers or area codes are written as it is done in English, except when it is written in words. Only then will it be translated to Hausa.

Phone Numbers

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Nigeria	+234	Yes	2 or 3	Space	9	### ##
Country/ region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Nigeria	5; 6; 7 (Depends on network operator)	### ##	11	### ## ## ####	13	+234 ## ## ## ####

Notes:

- For domestic numbers the first two or three digits refer to the state part of Nigeria to which the call is being made. Example: 062 ### ## (Kaduna State)
- In addition for domestic numbers: 1 group 3digits, 2groups of 2 digits and a group of 4 digits. One space between the digit groups when written or spoken.
- For calls from outside of Nigeria, +234 must be added in front of the number and the first "0" should be removed from the actual phone number. Example: +234 80 63 61 1208

- Also for calls from outside Nigeria, we have 1 group of 3 digits, 3 groups of 2 digits and a group of 4 digits.

Addresses

Country/region: Nigeria

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

Address Format:

- 1.[Title/Honorific] FirstName LastName
2. CompanyName Evan = [Sunan kamfani]
3. Address1
4. [Address2]
- 5.PostalCode City
6. Country

Example Address:

Malam [- Title] Mohammed Sanusi [FirstName + LastName]

Evans [- CompanyName]

Lamba 069, Titin gidan sarki [- StreetName]

P.M.B 533, Kano [- PostalCode + City]

Nigeria [- Country]

Local Postal Code Format:

- State and city are used in Nigerian addresses
- A comma (,) is used to separate the house number and the street name.
- The address is either aligned or slanted.

Currency

Country/region	Nigeria
Currency Name	Naira
Currency Symbol	₦
Currency Symbol Position	Left side of the figure
Positive Currency Format	₦500.00
Negative Sign Symbol	- (a space is used after the negative symbol, before the currency)

	symbol)
Negative Currency Format	- ₦500.00
Decimal Symbol	.
Number of Digits after Decimal	Two digits. Example: N500.00
Digit Grouping Symbol	, (Comma/ Wakafi)
Number of Digits in Digit Grouping	Three digits. N500,000.00
Positive Currency Example	₦50.00
Negative Currency Example	- ₦50.00
ISO Currency Code	NGN
Currency Subunit Name	kobo
Currency Subunit Symbol	K
Currency Subunit Example	50k
Notes	<ul style="list-style-type: none"> • Hundred kobo is equal to one Naira, therefore it is written as one Naira. • The Nigerian usage is to put the currency symbol before the number. Therefore putting it after the number is allowed.

Digit Groups

Country/region: Nigeria

Decimal Separator: .

Decimal Separator Description: (dot/full stop)

Decimal Separator Example: ₦50.00

Thousand Separator: Wakafi (comma)

Thousand Separator Description: ,

Thousand Separator Example: 50,000

Notes:

- Use the comma (,) as thousand separator without space.
- Do not use the decimal separator on numbers representing years, postal codes, laws, and page numbers.

Measurement units

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	Kilomita	km.
	Meter	Mita	mt
	Decimeter	Desimita	dt
	Centimeter	Santimita	st
	Millimeter	Milimita	mmt
Capacity	Hectoliter	Hektolita	ht
	Liter	Lita	lt
	Deciliter	Desilita	dsl
	Centiliter	Santilita	stl
	Milliliter	Milimita	mlt
Mass	Ton	Tan	tn
	Kilogram	Kilogiram	klg
	Pound	Nauyi	ny
	Gram	Giram	gr
	Decigram	Desigiram	dsg
	Centigram	Santigiram	stg
	Milligram	Miligiram	mlg
English Units of Measurement	Inch	Inci	inc
	Feet	Kafa	kf
	Mile	Mil	ml
	Gallon	Galan	gl

Notes: n/a

Percentages

There is no space before the '%' sign. Example: 100%

Sorting

Sorting rules	<p>1. capital letters and lower case letters are equal. No distinction is made between them.</p> <p>2. The extended characters 'B,D,K,Y' are not the equivalents of B, D, K, Y. but treated as separate letters of the alphabets.</p> <p>3. The characters P, Q, V, X. are not used in Hausa.</p> <p>4. Non alphabet characters (like @, #,) sort before the letters of the alphabets.</p> <p>5. Digits sort after the non alphabetical characters and before the letters of the alphabet.</p>	
Character sorting order	A	1D2C
	a	1D43
	B	1D2E
	b	1D47
	Ɓ	0181
	ɓ	0183
	C	0043
	c	0063
	D	0044
	d	0064
	Ɗ	018A
	ɗ	018C
	E	0045
	e	0065
	F	0046
	f	0066
	G	0047
	g	0067
	H	0048
	h	0068
	I	0049
	i	0069
	J	004A

j	006A
K	004B
k	006B
K	0198
k	0199
L	004C
I	006C
M	004D
m	006D
N	004E
n	006E
O	004F
o	006F
R	0052
r	0072
S	0053
s	0073
T	0054
t	0074
U	0055
u	0075
W	0057
w	0077
Y	0059
y	0079
Y	03D2
y	01B4
Z	005A
z	007A
FY	
fy	
GY	
gy	

	GW gw KW kw KY ky KW kw KY ky TS ts SH sh
Examples of sorted words	Aiki Akuya Aljanna Alkalami Allura Baba Camfi Cokali Dali Dodo Fama Fate Gida Guga Hoto Jaka Jaki Kara Kaza

Kwai
Kwallo
Kwando
Kwano
Lema
Likita
Littafi
Madubi
Mata
Rafi
Rami
Sauti
Shayi
Tabarma
Takalmi
Teburi
Tsalle
Tsintsiya
Waka
Waya
Yabo
Yarinya
Yaro
Ya
Yanci
Zabira
Zabo
Zafi

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 Hausa list for every release of your product.

Grammar, Syntax & Orthographic Conventions

This section includes information on how to apply the general rules of the Hausa language to Microsoft products and documentation.

Adjectives

Hausa Adjectives are words that describe or modify another person or thing in the sentence. The structure of the Adjectives in Hausa takes a logical pattern.

Example; In Hausa ; (+) Wannan abu da na siya mai sauki ne = In English ; This item I have bought is cheap or affordable. The adjective example 'mai sauki' ='cheap' comes after the noun it modifies.

Possessive adjectives

The frequent use of possessives is a feature of English language. The same goes for Hausa, possessive adjectives are frequently used. They are preferred because they simplify sentences and make them easier to write, read and understand. Example:

English example	Hausa example
Your computer	(+) Kwamfutarka.

Articles

General considerations

Hausa articles are words that combine with a noun to indicate the type of reference being made by the noun.

Generally articles specify the grammatical definiteness of the noun. These should be used conveniently.

Examples are "the, a, and an". An example:

English Example	Hausa Example
few books	(+) 'yan littafai

Unlocalized Feature Names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in Hausa language. This is because there is need to retain trademark originality.

Examples are; Onenote, Outlook, Powerpoint. These should be left unlocalized.

Localized Feature Names

When localizing feature names that can be translated, it is very easy to forget conventions such as capitalizing the first letters of each word because they are still feature names even though localized. The example given below will help throw more light;

Example: 'Windows Media Player' is translated as (+) 'Fileyan Windows Midiya'.

Note that every word in this feature name begins with a capital letter and it is the same in its translation also. The possessive article 'na' or sometimes 'n' is added as most feature names are possessive. For instance, 'Microsoft Internet Explorer' would be translated as (+) 'Mai Lallubon Intanat na Microsoft.'

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 Hausa language? There are
- Analogy: Is there an equivalent Hausa 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.

Most English loan words used in Hausa translation are used without articles.

Example of loan words:

English Example	Hausa Example
Format	(+) Fomat
Project	(+) Froject

Example of loan word with article ;

English Example	Hausa Example
Formatting	(+) Yin fomati

Capitalization

It is important to make sure that characters that are first letters of a sentence, are capitalized, the first letter of names of persons, and in short proper nouns only are capitalized including Microsoft product names in Hausa language. This helps to create order, and bring out the beauty in the work. However in commands, dialog box options and titles, It is necessary to capitalize the first letter of each word except the prepositions.

English Example	Hausa Example
Open the Run dialog box	(+) Buɗe akwatin zance na Gudanar
Click on Folder	(+) Danna Folda

In captions headings , table and figure titles, use capitals for the initial characters of proper nouns ant interface terms.

Example

English Example	Hausa Example
Table of Numbers	(+) Tebur na Lambobi
Using the Edit Menu Command	(+) Yin Amfani da Umurni na

English Example	Hausa Example
	Gyara Mazabar
Windows 2011 Version	(+) Sigar na Windows 2011

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.

Sometimes in Hausa the translation of a single word might become a complex compound, and difficult for the user to use. Keeping translation as simple as possible without losing the meaning of the translated term is very important.

Example: (+) Taddawan yin rubutu = Ink should be simply (+) 'taddawa'.

Gender

The use of gender in the Hausa language is sometimes considered as bias, since in most general statements the masculine gender is used. For instance, it is easier and correct to translate

"your computer" as (+) 'kwamfutarka'

instead of saying ;

(-) 'kwamfutanki or kwamfutanku

when referring to the general public of users.

Genitive

Attaching a genitive "s" to (trademarked) product names is not feasible, as it could be interpreted as a modification of such names.) In Hausa language the use of genitives is very rampant, and it is mostly indicated with the letter 'n' and in for rare cases, the letter 'r'. Example instead of adding 'na' to 'Mai na Gyada', it is very comfortable and correct to say 'Man gyada' or instead of saying 'Tukunya na miya', The Hausas it more convenient to say 'Tukunyar miya'. This is why genitives are an indispensable part of Hausa Language.

Example:

Areas	Hausa Example	English Example
Possession	(+) Littafin Zainab	Zainab's book
Social relation	(+) Kawar Zainab	Zainab's Friend
Origin	(+) Mutumin Kano	Person from Kano
Material	(+) Dokin karfe	Horse of iron (Bicycle)

Areas	Hausa Example	English Example
Source	(+) Man gyada	Peanut oil
Function	(+) Tukunyar miya	Pot for making soup or sauce
Instrument	(+) Maganin tari	Cough remedy
Dimension	(+) Tsawon mutum	Height of a man
Type	(+) Ruwan sha	Drinking water
Part-whole	(+) K'otar fatanya	Handle of a hoe
Subject of a verbal noun	(+) Zuwan Zainab	Zainab's arrival
Object of a verbal noun	(+) Ganin Zainab	Seeing Zainab

Modifiers

The most commonly heard way of modifying in Hausa is of a noun by an adjective and it is as follows:

1. **Placement:** the adjective precedes the noun
2. **Form:** the adjective agrees in gender or plurality with the noun
3. **Linker:** the adjective carries the "linker" (-r for feminine nouns, -n for masculine or plural)

Masculine nouns	(+) farin _u kwamfuta (+) sabon _u akwatin mel	'white computer' 'new mail box'
Feminine nouns	(+) farar _a manuniya sabuwar _a folda	'white mouse' 'new folder'
Plural nouns	(+) fararen _u kwamfutoci (+) sababbin _u foldodi	'white computers' 'new folders'

Nouns

General considerations

Nouns are used in Hausa language probably more than any other language. Here are some examples:

Example:

English Example	Hausa Example
Using Windows Media Player	(+) Yin Amfani da Fileyan Windows Midiya

English Example	Hausa Example
	(-) Yanda ana yin amfani da Fileyan Windows Midiya

Inflection

This section does not apply to Hausa.

Plural Formation

In Hausa plurals can be used in many forms, in nouns naturally, and also adjectives. However be careful when using plurals in complex or compound sentences. Check your dictionary to be sure in case you are in doubt. This is because pluralisation in Hausa language if not well understood, can distort the meaning of a word.

Example; (+) Cell = Sel, (+)Cells = Sulurai
 (+) Command = Umurni (+)Commands = Uturnai

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.

Hausa prepositions link nouns, pronouns and phrases to other words in a sentence. The word or phrase that the preposition introduces is called the object of the preposition. Here are some examples: [Windows Live Essentials](#).

US Expression	Hausa Expression	Comment
On your desktop	(+) Akan allon kwamfutarka	In this case use the preposition 'on' at the beginning of the phrase is correct.
In adherence to the Hausa style guide	(+) Cikin bin majagoran tsalo na Hausa	Always pay attention to prepositions such as in, out, to and from, because a misreading can lead to the opposite meaning.

Sign-in/ sign-out	(-) Shiga-waje/Fita ciki (+) Shiga-ciki/Fita-waje	Always pay attention to prepositions such as in, out, to and from, because a misreading can lead to the opposite meaning.
on Windows Explorer	(+) kan Windows Explorer	For standard sentences like “the action will be executed on Windows Explorer” using ‘kan’ is preferable.

Pronouns

When addressing users, avoid using ‘kina/kana’ or ‘ki’ use the masculine form ‘ka’, and ‘kana’

Example

English Example	Hausa Example
Do you want to open this folder?	(+) Kana so ka buɗe wannan folda?

Punctuation

All names of human beings and places must be written in capital letters. Also when starting a sentence or paragraph capital letter must be observed. Commas, hyphens and other punctuations are necessary and should be used .

Comma

Wakafi = Comma. Use commas, to indicate pauses in sentences

Example: Wannan sura yana cike da darasi guda, hottuna da sunan marubci.

Colon (:)

Use colons to indicate a semi –stop to be followed by illustrations, whether in text form, pictures or graphics and also to introduce lists and explanations.

Example: Do the following:

1. Click on File, and then
2. Click on Open

Hausa (+) Yi daya daga cikin wadanan:

1. Danna Fayil
2. Danna Buɗe

Do not capitalize the text following a colon unless the text following the colon is a complete quotation.

Do not use colons to introduce only one item or idea

English Example	Hausa Example
Click on: Save	(-) Danna kan: Adana (+) Danna kan Adana

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. The same goes for Hausa language.

Hausa = (+) Ina yin aiki mai rabin-lokaci.

English = I am doing a part-time job.

En Dash

The en dash is used as a minus sign, usually with spaces before and after. The en dash should be used in Hausa same as it is 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.

Example (+) Arewa Kaduna–Zaria.

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. The em dash should be used in Hausa same as it is in English.

Example 1. (+) Hausa = "Shi mutum mai kyau ne amma—"

English = "He is an excellent man but—"

2. (+) Hausa = "Duniya kaman kasuwa ne."—*Ibrahim*

English = "The world is like a market place."—*Ibrahim*

Ellipses (Suspension Points)

In Hausa language ellipses is the punctuation used when words are omitted. Three points are used in the middle of a sentence while four points are used if its at the end of the sentence, except the sentence ends with a question mark or an exclamation mark then it will end like this; ...? or ...! respectively. It may also indicate a break or suspension in speech.

Example I...tried to tell him. A space precedes and follows ellipses when it is next to other punctuation in Hausa language.

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

It is used to indicate that a statement especially a quote does not stop where the sentence stops.

Example: (+) Noma na duke tsohon ciniki...

Example: (+) Kulum kulum fitar, gauta...

Period

Use the period after a letter or number indicating an item in a series, as part of an ellipsis, in numbers and decimals, and after a person's initials.

Example: (+) Mallam S.N. Ibrahim

Quotation Marks (“ ”)

All other punctuation fall into a quotation mark if they apply to the quoted matter only. For direct quotations, each part of an interrupted quotation begins and ends with quotation marks.

Example: “I am getting afraid” she said , “that he has not called till now.”

Hausa : “Ina jin tsoro,” ta ce “soboda shi bai kira ba har yanzu.”

Single quotations are also used for expressions following introductory terms such as ‘entitled’, ‘the word’, ‘the term’ – which indicates a borrowing, special use or a definition.

Parentheses ()

The parenthesis is used in Hausa to enclose supplementary matter that is not intended to be part of a sentence.

For instance, comments about a text, numbers or letters indicating an item in a series, abbreviation of a spelt out word, and so on. There is always a space before the parentheses.

Example: The United States of America (USA)

Example: Hausa = (+) Farkon ranar na mako (Lahadi) English = The first day of the week (Sunday)

Singular & Plural

Hausa Plurals are grammatical numbers. However be careful how you use plurals in compound sentences, or you use a dictionary when you are in doubt of any word.

English Example (Singular)	Hausa Example Singular
Computer	(+) Kwamfuta
Select the folder that you need	(+) Zabi folda da ka ke so

English Example (Plural)	Hausa Example (Plural)
Computers	(+) Kwamfutoci
Select the folders that you need	(+) Zaɓi foldodi da ka ke so

Split Infinitive

This section does not apply to Hausa.

Subjunctive

Hausa Subjunctive constructions are complicated, therefore avoid using them as much as possible. Instead use active voice and indicative, this will make better and clearer sentences.

English Example	Hausa Example
get up (and) r u n	(+) tashi ka gudu (singular Imperative)

Symbols & Non-Breaking Spaces

Apart from currency symbols and separator symbols that have been identified be symbols encountered during translation, should be left as they are in English. As for non-breaking spaces, in writing currency or symbols apart from the breaks or space that define the unit of the figures, there should be no other break or spacing.

Use non breaking spaces in the following instances:

- as a thousand separator
- between a chapter and its number or letter, and
- between any items that should not be written in separate lines
- after a colon

Example: (+) ₦25 000 000

(+) Sura 2 : Gyarawa

Syntax

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

1. Sentence structure often differs between Hausa and English

Example: Right eye = Iɗon dama. Iɗo-eye, (Possessive)- n, right- dama. While 'right' comes before 'eye' in English, the reverse is the case in Hausa. However this does not happen in all cases.

Example; White horse = Farin doki, where Fari= white and doki= horse

2. Register in Hausa language does not differ so much since people of different audiences are addressed differently as it is in English.

Verbs

Always use the right verb corresponding with the action described

Example: When dealing with check box, 'select' is 'Zabi' whereas for an option "Choose" is preferable

That is "bayyana ra'ayinka".

Continuous operations in English are normally expressed with a gerund, but should be translated as present indicative in Hausa language.

English Example	Hausa Example
Programs are being closed	(+) Ana rufe shirye shirye

Word Order

When constructing a sentence, please try to put the purpose of the action in clear terms

English Example	Hausa Example
Save file and close the folder	(+) Adana fayil sai ka rufe folda din. (-) Rufe folda baya ka adana fayil din.

Style and Tone Considerations

This section focuses on considerations for audience, style, tone, and voice to enable simple and useful translation in Hausa Language.

Audience

The target audience is defined by the Microsoft Localization and Subsidiary Program Managers. Depending on the chosen target audience, contents, terminology and style may differ, but a core terminology should apply for every project. Whatever the audience, Language Excellence Style Guide should be adhered to.

Ka: is to be used for SWlocalisation.

Example:

English	Translation
You are now connected to the Internet.	(+) Yanzu kana cikin yanar gizo

Style

Always use the simplest style possible when writing, with clear and precise, well structured sentences. This is because superlative or absolute expressions such as “the most reliable”, “the most secure”, “in all cases”, “always”, “never” and others in general could pose a serious legal risk because they leave no room for mistakes or failure.

Example: “The most reliable” should be translated as (+) “mai yawan aminci”

Tone

Tone is very important in Hausa language. Always use a neutral tone or conversational tone without being too formal nor too familiar.

Example:

English Example	Hausa Example
To print, please take the following steps	(+) Don yin dab'i, don allah ka bi mataki wadanan

Voice

There are various ways of writing ‘you’ in Hausa Language:

Kai: You (m) singular

Ke: You (f) singular

Ku: You plural

Ka: You (m) Ka tafi makaranta = You should go to school (m)

Ki: You (F) Ki tafi makaranta = You should go to school (f)

However, the masculine *Ka* or *kana* is to be used for SWlocalisation.

English	Translation
You are now connected to the Internet.	(+) Yanzu kana cikin yanar gizo

Localization Guidelines

This section contains guidelines for localization into Hausa.

General Considerations

The following guidelines provide information on the language parts where more than one correct solution exists but one solution needs to be applied consistently in all instances.

/=(+) Kasa- Low

^ = (+) Faɗuwa- fallen

/= (+) Sama-high

Abbreviations

Common Abbreviations

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

List of common abbreviations:

Expression	Acceptable Abbreviation
Noun = Suna	(+) SN
Verb =Aiki	(+) AIK
Adjective = Siffa	(+) SF
ETC = Da Sauran Su	(+) DSS
Male = Na miji	(+) NM
Female =Ta Mata	(+) TM

Don't abbreviate such words as trademarked names and the name Microsoft Corporation.

Accessibility

This section does not apply to Hausa 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 ROM (Read Only

Memory). In Hausa language, acronyms should be written in Capital letters e.g, (WHO, IMF) except in a case where an acronym can be pronounced as a proper name e.g (Ecowas, Basic), then only the first letter should be capitalized.

Localized Acronyms

These are acronyms that can be localized without changing the meaning intended, or confusing the user of the product. Such acronyms are rare in the Hausa language except for a few like the example below. However

Example: ETC =(+) Da Sauran Su =DSS

Unlocalized Acronyms

In Hausa language, it is very risky to attempt localizing certain acronyms, as it might result to a distortion of the meaning intended or mislead the user. Acronyms such as 'WMP' which stands for 'Windows Media Player' is sometimes localized as FWM (Fileya Windows Media). However to avoid inability to comprehend, acronyms should be left as they are in the English source.

Example: Idan ka kunna kwamfurtarka, RAM zai ciro ya kuma shirya maka fayiloli tare da duka bayanai da kwamfutarka yana bukata don yayi aiki. RAM din nan bai da gurbi mai yawa.

Other examples of unlocalizable include; DVD, and DOS.

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.

Product Names that may be translated (please check with your subsidiary before translating or not)	
Windows Media Player	(+) Fileya Windows Midiya
Windows Explorer	(+)Mai Lallubon Windows
Calculator	(+) Raskwana
Notepad	(+) littafin rubutu
Paint	(+) Fenti
WordPad	(+) Shafin rubutu
HyperTerminal	(+) Gurbi
Names of games (FreeCell, Spider Solitaire, etc).	

Frequent Errors

Be careful when translating some words that may seem alike such as select and choose as well as others. See the examples below.

Example: Print, translated as 'Firint' sometimes and Dab'i at other times, must be consistent. The most suitable word is Dab'i. Other examples include the words; select, selected, choose, option, options, the options. These words are sometimes mixed up one translation used for another. The correct translations are as follows;

option = Zaɓe

select = Zaɓi

selected = Zaɓa

Options = Zaɓuɓɓuka

The option = Zaɓin

The options = Zaɓuɓɓukan

Choose = Bayyana ra'ayinka

Glossaries

For consistency ways locate and make use of the glossary. The glossary can be obtained by requesting for it from the moderator for each language.

Also information can be obtained from these internet sources

http://www.alphadictionary.com/directory/Languages/Afro_045Asiatic/Hausa/

<http://www.ats-group.net/dictionaries/dictionary-english-hausa.html>

Microsoft Language Portal: <http://www.microsoft.com/Language/en-US/Default.aspx>

Fictitious Information

Fictitious content is legally sensitive material and as such cannot be handled as a pure terminology or localization issue. Below is some basic information and contact points when dealing with fictitious content:

Vendors and Localizers are not allowed to create their own fictitious names. You must either use the source names or use the list of legally approved names.

Please contact your product team representative for further information on how to deal with fictitious companies, names, addresses, email addresses, phone numbers, etc. in your product. For technical products, you may also check with the product team representative whether localized fictitious content is required or not (e.g. Visual Studio).

Recurring Patterns

When translating headings, title or commands with similar pattern, start with a verb.

English	Translation
Using the internet	(+) Yin amfani da intanet

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.

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

Press F1 to get Help.

If you want Help press F1.

To get Help press F1. Hausa : (+) Danna F1 don samun taimako

Country/Region Standards: currency, numbers, dates, etc

Prepositions: use of prepositions

Abbreviations: list of common abbreviations

Messages: List of standard messages

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>.

Word	Comment
Product Names that should remain in English	Should not be localized
Microsoft Access	Should not be localized
Microsoft Excel	Should not be localized
Microsoft FrontPage	Should not be localized
Microsoft InfoPath	Should not be localized
Microsoft Office	Should not be localized
Microsoft Office Document Imaging	Should not be localized
Microsoft Office Live Meeting	Should not be localized

Microsoft Office Picture Manager	Should not be localized
Microsoft Office System	Should not be localized
Microsoft OneNote	Should not be localized
Microsoft Outlook	Should not be localized
Microsoft PhotoDraw	Should not be localized
Microsoft PowerPoint	Should not be localized
Microsoft Project	Should not be localized
Microsoft Publisher	Should not be localized
Microsoft Visio	Should not be localized
Microsoft Word	Should not be localized

Using the Word Microsoft

In English, it is prohibited to use MS as an abbreviation for Microsoft. Since Microsoft is a Product name, it should not be translated or abbreviated in Hausa language. In Hausa language errors concerning the word Microsoft is mostly capitalization of the first letter of the word, and sometimes Microsoft is translated by adding a descriptive word in Hausa to it, for example, “Kasuwancin microsoft” which is not supposed to be so. No abbreviation should be used for the word, neither should it be translated in Hausa language. In addition, the sentence structure may be different from the source, but with the same meaning. This means that the position of the word “Microsoft” may change in the translation, but it must not be translated nor any genitive added to it.

In addition, if a product or component name containing the word Microsoft is localized, the word Microsoft is usually at the end of the product or component name.

Example: (+)Tayar da kayan gwaji na Microsoft.

If a product or component name containing the word Microsoft is localized, the word Microsoft is usually at the beginning of the word.

Example: (+) Kunna Microsoft InfoPath naka don ka fara aiki.

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).

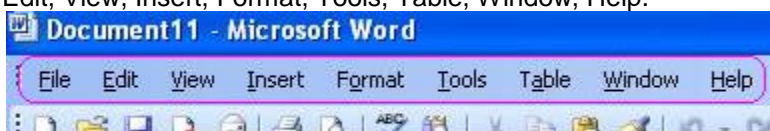
User Interface

Main GUI Components

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

Main 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, main menus should be verbs.

Examples:

English	Translation
View	(+) Duba
Edit	(+) Shiryā
Insert	(+) Sa
Format	(+) Tsari
Tools	(+) Kayan aiki

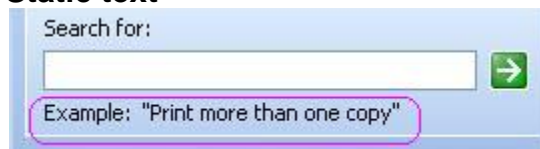
Menu Items and Commands

- Typically, commands and menu items should be verb.

Examples:

English	Translation
Save As...	(+) Adana Cikin
Print...	(+) Dab'i
Select All	(+) Zaɓa

Static text



Search for = Nemo

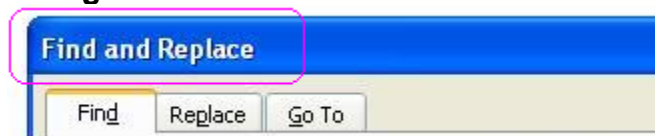
Example = Misali

Print more than one copy = Dabba'a kofe fiye da **ɗaya**

Dialog Boxes

When translating dialog box interface you are expected to use **consistent** terminology and language style in all dialog boxes and ensure that your translations are **consistent** with translations in other localized applications. Take also into account that some applications, currently not localized, may be localized in the future and the same solutions adopted now will be re-used later. This is particularly important when localizing identical dialog boxes found in several applications. An example of a common dialog box containing the same terminology is the Options dialog box on the Tools menu in the Office applications.

Dialog Box Titles

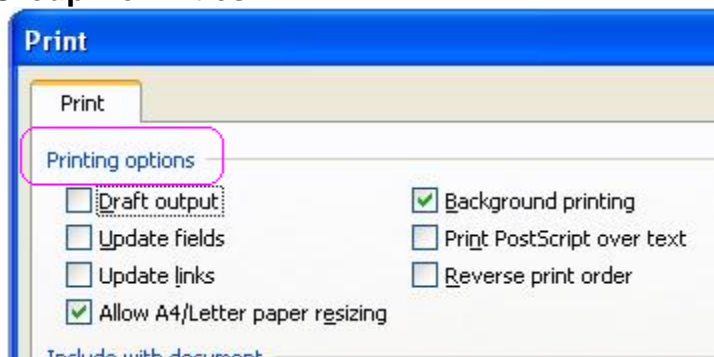


- Dialog titles should be consistent with the menus items or menu commands that call them. Typically, menus are verbs.

Examples:

UI Category	English	Translation
Menu Item	Split cells	(+) Abin ciki
Dialog Title	Split cells	(+) Abin ciki

Group Box Titles

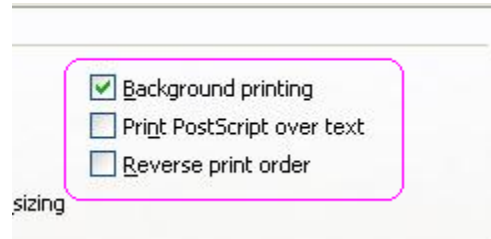


English Example	Hausa Example
Print	(+) Dabba'a (Transitive Verb)
Printing options	(+) Zabuɓɓukan dabba'a (Noun masculine)
Draft output	(+) Tsarawa (Transitive Verb)
Background printing	(+) Shinfiɗar dabba'a (Noun feminine)
Update fields	(+) Sabonta dabba'a (Transitive Verb)

English Example	Hausa Example
Print PostScript over text	(+) Dabba'ar bayani na farkokan zube (Noun feminine)
Update links	(+) Sabonta mahaɗar dabba'a (Transitive)
Reverse print order	(+) Dawo da odar dabba'a (Intransitive Verb)
Allow A4/Letter paper resizing	(+) Bar takardar A4/yadda girmar ya dace (Infinite Verb)

English	Translation
Include with document	(+) haɗa da daftari
Printing Options	(+) zaɓin dabba'a

Check boxes



Typically, check boxes should be verbs.
Examples:

English	Translation
Enable reminder	(+) Tunatarwa
Don't show me this dialog again.	(+) Ka da a sake nuna mani wannan tattaunawar
Always ask me first	(+) Ko da yausha ka tambaye ni

Buttons

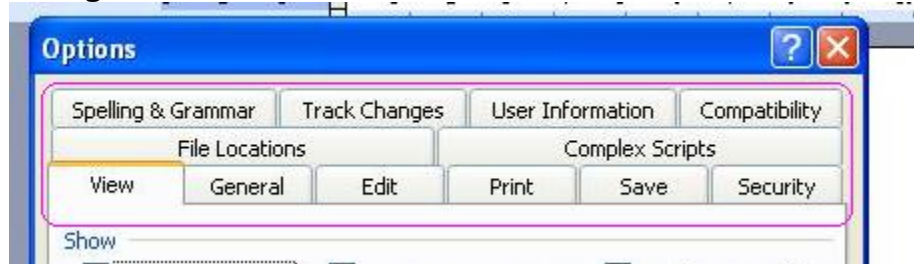


Typically, buttons should be verbs.
Examples:

English	Translation
Add	(+) Kara
Cancel	(+) Soke

Continue ->	(+) Ci-gaba
-------------	-------------

Dialog Box Tabs

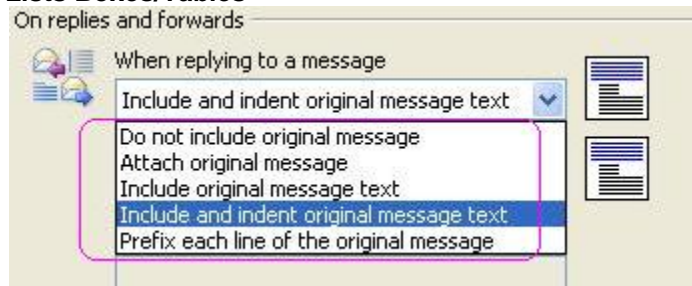


Typically, dialog box tabs should be nouns.

Examples:

English	Translation
Print	(+) dabba'a
Changes	(+) Sauye-Sauye
Format	(+) Tsari

Lists Boxes/Tables



On replies and forwards = Bada amsa da ci-gaba

When replying to a message = Yayin ba da amsa ga sako

Include and indent original message text = Haɗa da sakon na asali

Attach original message – lika sakon na asali

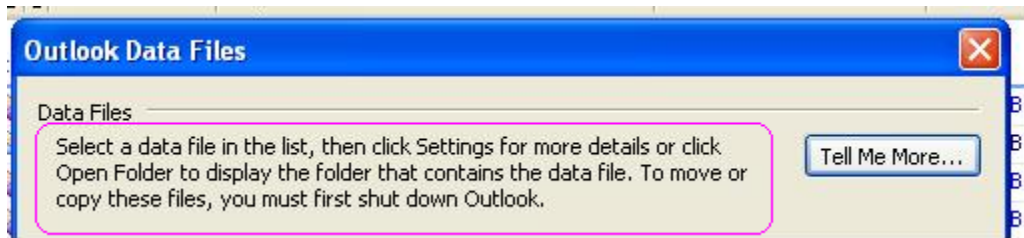
Include and indent original message text – Hada da rubuta sakon na asali

Prefix each line of the original message – Sanya dafa-goshi ga kowanne sako na asali. Use parallel language for UI elements that are parallel in function, such as lists and tables. Make sure to make all items:

- Similar in form.
- Use the same part of speech.

For example, make them all begin with an infinitive verb, or make them all Noun/Gerund, or make them all imperative verbs.

Instruction Text In Dialog Boxes



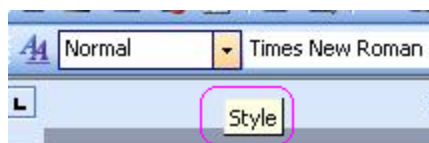
- When a user is expected to take action on a page or in a section, use verbs.

Examples:

English	Translation
Change settings for the files Outlook uses to store e-mail messages and documents.	(+) Sauya Fasalin fayiloli domin ajiyar sakonnin i-mail da daftari

ToolTips

ToolTips have names that are identical to the commands or buttons they represent. You should ensure that this **consistency** is maintained in the localized software as well.



Normal = Sabau (Adjective)

Style = Salo (Noun masculine)

InfoTips

InfoTips are short sentences or sentence fragments that describe what an item does or how it can be used.

- For items that describe what the user can do with the item (one that users can manipulate upon opening), use NA. This is the most common type of InfoTip.

Examples:

English	Translation
Analyze items with a spreadsheet application.	(+) Tattauna kan makunsar bayani.

- For items that have an automatic action (one that requires no user manipulation) upon opening, use

Examples:

English	Translation
Opens the calendar.	(+) Yana Bude kalanda

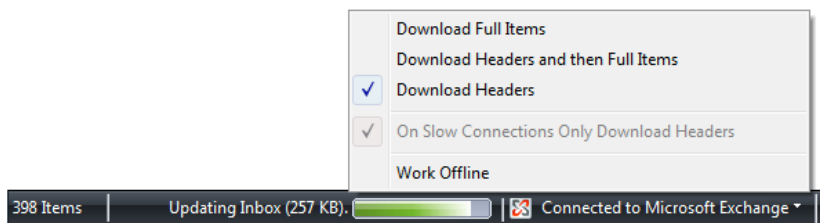
Messages

There are different informational messages that help the users to understand and make use of the various features of this product. These includes status bar and error messages. It is of great importance that the terms used for translation of messages in Hausa should be consistent to avoid misleading the users of the product.

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).



Hausa Style in Status bar Messages

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

Name	Hausa Name	Category	English Status Bar message	Hausa Status Bar message
Edit	(+) Shiryar	menu	Contains editing commands	(+) Dauke da umarnin shiryawa
Copy to Folder...	(+) Kofe a Aljihu	menu	Copies the selected items to a new location	(+) Kofe zaɓaɓɓun abubuwa zuwa ga sabon mazauni
New	(+) Sabo	command	Creates a new document	(+) Kirkiri sabon daftari
			Make object visible?	(+) A fito da abu fili?
			Word is converting the document. Press Esc to stop.	(+) Ana sauya daftari danna ESC don tsayawa
			Datasheet View	(+) Duba warkar bayani
			Done	(+) Kammalawa

The importance of standardization

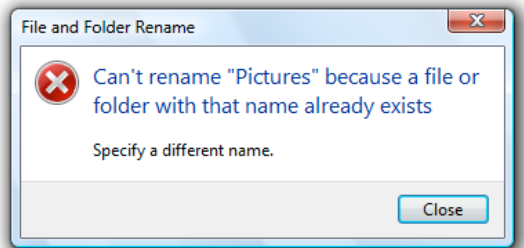
In the US product you can often find messages that are phrased differently even though they have the same meaning. Try to avoid this in the localized Hausa version. Use one standard translation as in the examples below:

English term	Correct Hausa translation
Press F1 to get Help	(+) Danna F1 don samun Taimako
If you want Help press F1	
To get Help press F1	
Not enough memory	(+) Babu isasshen Tunani
Insufficient memory	
There is not enough memory	
Save changes to %1?	(+) Kana so ka ajiye canji canji zuwa ga %1?
Do you want to save changes to %1?	

Error Messages

What Is An Error Message?

Here is an example:



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

Hausa 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. For Hausa language this need for consistency derives from the fact that, when an error message is translated in two or more different ways, it might be misleading to a user.

Therefore it is important that a particular translation of an error message should be maintained throughout the product.

Standard Phrases in Error Messages

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

Examples:

English	Translation	Example	Comment
Cannot ... Could not ...	(+) Bai iya	(+) Bai iya tayar da Windows	Cannot activate windows
Failed to ... Failure of ...	(+) Gazawa	(+) Mai amfani ya gazawa a yin tayar da Sharepoint	The user has failed to activate Sharepoint
Cannot find ... Could not find ... Unable to find ... Unable to locate ...	(+) Bai samu	(+) Bai samu saba	Cannot find server

Not enough memory Insufficient memory There is not enough memory There is not enough memory available	(+) Babu isasshen Tunani	(+) Babu issahen Tunani wanda za'a ajiye fayil din aciki	There is not enough memory to save the fayil in
... is not available ... is unavailable	(+) Babu	(+) Babu haduwa	No connection

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>

Having identified characters in a placeholder that refer to numbers and those that refer to strings, it should not be difficult to replace the place holder in an error message. Some examples are given below;

Examples of error messages containing placeholders:

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

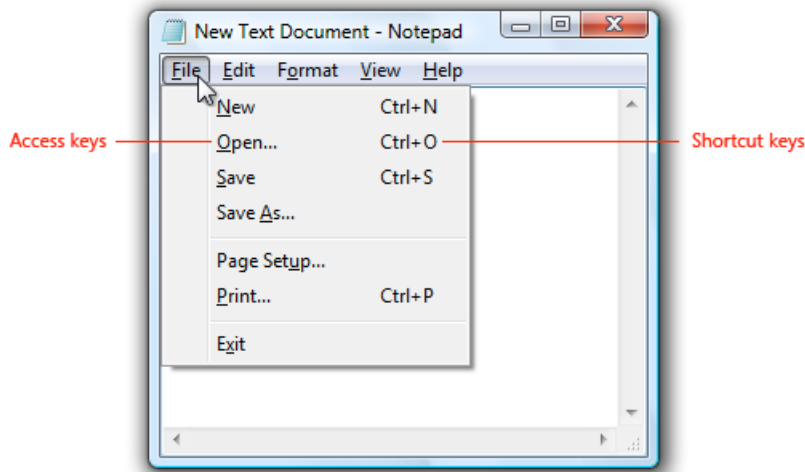
"INI file "%1!-.200s!" section" means "INI file "<string>" section".

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) so also in Hausa language. However, reference to function keys such as the Shift, Tab, PrintScreen, Capslock, and others should not be translated at all. This would retain originality of meaning and purpose of use.

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.

Access Keys (also called Hot Keys)

- Access keys or hot keys are a combination of keys such as ALT+F, Ctrl+S, that move the focus to a menu, command, or control, without using the mouse.



Hot key special options	Usage: is it allowed?	Notes
"Slim characters", such as <i>i</i> , <i>l</i> , <i>t</i> , <i>r</i> , <i>f</i> can be used as hot key Example: <i>Opti</i> on	Yes	Slim characters are easier to use because the hot key symbol can easily rest under the character without seeming awkward
Characters with downstrokes, such as <i>g</i> , <i>j</i> , <i>y</i> , <i>p</i> and <i>q</i> can be used as hotkeys <u>Note</u> that it can be difficult to see the hotkey underline for these characters Example: Option	N/A	Characters with downstrokes cannot be used because the hot key symbol cannot easily rest under the character without seeming awkward

Extended characters can be used as hotkeys Example: <i>Opti3n</i>	N/A	Extended characters cannot be used because the hot key symbol cannot easily rest under the character without seeming awkward
An additional letter, appearing (between brackets or not) after item name, can be used as hotkeys Example: <i>Option w / Option (w)</i>	N/A	An additional letter, appearing (between brackets or not) after item name cannot easily rest under the character without seeming awkward
A number, appearing (between brackets or not) after item name, can be used as hotkey Example: <i>Option 3 / Option (3)</i>	Yes	A number, appearing (between brackets or not) after item name, can be used as hotkey without seeming awkward
A punctuation sign, appearing (between brackets or not) after item name, can be used as hotkey Example: <i>Option ≥ / Option (≥)</i>	Yes	A punctuation sign, appearing (between brackets or not) after item name, can be used as hotkey without seeming awkward

Additional notes:

List of characters suitable as hotkeys

In Hausa language the following characters can be used as hot keys; either lower case or uppercase. Example:

Character	Case Sensitive
G	True

Preferred characters to be used as Hotkeys

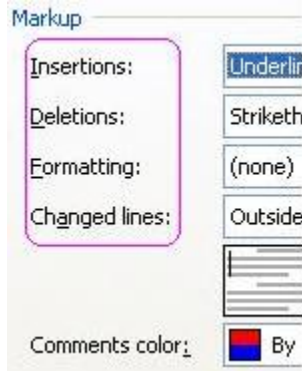
Character	Case Sensitive
<i>Fill in the list of preferred characters</i>	<i>True/False</i>
B K D ` Y A B C D E K H N Z L S I F R Y T ` D ` B G	<i>False</i>

Allowed characters to be used as Hotkeys

Character	Case Sensitive
<i>Fill in the list of allowed characters</i>	<i>True/False</i>
B K D ` Y A B C D E U J W Y M	<i>False</i>

Text Strings With Hot keys

These strings are easily recognizable because they have hot keys. They often show up as names of buttons, commands, etc. and should be translated according to rules for main GUI components.



Markup = kala'l Underline = Jan layi
Insertions = Sa Striketh = Alama
Deletions = Gogewa (none)
Formating = wankewa
Changed lines = Sauya layi

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. Users can't navigate out of a control group using arrow keys. These keys are not to be translated in order not to distort their meaning thereby misleading users.

Numeric Keypad

Home, End, Up, and Down also have their expected behavior within a group. In case which keys to be pressed is not obvious, provide necessary explanations. It is recommended that you avoid distinguishing numeric keypad keys from the other keys, unless it is required by a given application and it is not to be translated at all.

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	Hausa Command	Hausa Shortcut key
General Windows Shortcut keys			
Help window	F1	Wundon taimako	F1
Context-sensitive Help	Shift+F1	Taimako mai jin Kari kwarai	Shift+F1
Display pop-up menu	Shift+F10	Baje mazabar fito-sama	Shift+F10
Cancel	Esc	Soke	Esc
Activate\Deactivate menu bar mode	F10	Tayar\Kashe tsarin baa na mazabar	F10
Switch to the next primary application	Alt+Tab	Sauya zuwa mussaman afflikashun	Alt+Tab
Display next window	Alt+Esc	Baje wundo mai biyo	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Baje mazabar fito-sama na wundo din	Alt+Spacebar
Display pop-up menu for the active child window	Alt+-	Baje mazabar fito-sama na wundo na jariri mai aiki	Alt+-
Display property sheet for current selection	Alt+Enter	Baje fallen kaya na zaben yanzu	Alt+Enter
Close active application window	Alt+F4	Rufe wundo na afflikashun mai aiki	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Sauya zuwa ga wundo mai biyo acikin afflikashun na (compliant-babu tsari)	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Dauka hoton wundo mai aiki zuwa ga clifbod	Alt+Prnt Scrn

Capture desktop image to the Clipboard	Prnt Scrn	Dauka hoton fuskar allo zuwa ga clifbod	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	Samu mabballin Farawa cikin baa na fara aiki	Ctrl+Esc
Display next child window	Ctrl+F6	Baje wundo na jariri	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Baje tagar tabi mai biyo	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Rada wa Jam'in Aiki da tayrwan sistem	Ctrl+Shift+Esc
File Menu			
File New	Ctrl+N	Fayil Sabo	Ctrl+N
File Open	Ctrl+O	Fayil Bude	Ctrl+O
File Close	Ctrl+F4	Fayil Rufe	Ctrl+F4
File Save	Ctrl+S	Fayil Ajiye	Ctrl+S
File Save as	F12	Fayil Ajiye kaman	F12
File Print Preview	Ctrl+F2	Fayil Faraduba Dab'i	Ctrl+F2
File Print	Ctrl+P	Fayil Dab'i	Ctrl+P
File Exit	Alt+F4	Fayil Fito	Alt+F4
Edit Menu			
Edit Undo	Ctrl+Z	Gyara Marayi	Ctrl+Z
Edit Repeat	Ctrl+Y	Gyara Sakeyi	Ctrl+Y
Edit Cut	Ctrl+X	Gyara Yanka	Ctrl+X
Edit Copy	Ctrl+C	Gyara Kwafi	Ctrl+C
Edit Paste	Ctrl+V	Gyara Manna	Ctrl+V
Edit Delete	Ctrl+Backspace	Gyara Soke	Ctrl+Backspace
Edit Select All	Ctrl+A	Gyara Zabi duka	Ctrl+A
Edit Find	Ctrl+F	Gyara Nemo	Ctrl+F

Edit Replace	Ctrl+H	Gyara Maida	Ctrl+H
Edit Go To	Ctrl+B	Gyara Jeka	Ctrl+B
Help Menu			
Help	F1	Taimako	F1
Font Format			
Italic	Ctrl+I	Italik	Ctrl+I
Bold	Ctrl+G	Gabagadi	Ctrl+G
Underlined\Word underline	Ctrl+U	Sa Layin Take\Lyin take na kalma	Ctrl+U
Large caps	Ctrl+Shift+A	Babban harrufa	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Karamin harrufa	Ctrl+Shift+K
Paragraph Format			
Centered	Ctrl+E	Tsakia	Ctrl+E
Left aligned	Ctrl+L	Daidaito na hagu	Ctrl+L
Right aligned	Ctrl+R	Daidaito na hagu	Ctrl+R
Justified	Ctrl+J	Hujjar kirki	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 Hausa the titles for chapters usually begin with "How to ..." or with phrases such as "Working with ..." or "Using ...". version of Microsoft documentation.

Example "How to..." In Hausa (+) "Yanda..."

"Working with..." (+) "Yin aiki tare da..."

"Using..." (+) "Yin amfani da..."

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Example : Hakin Mallaka

(+) Abubuwa da su ke kunshe a wannan takardar had da URL da wadansu bayanansu websait na Internet ana iya canza su ba tare da ba da wani sanarwa ba. Kuma an ba da su a matsayin masana kawai. Duka kasada da ke dauke da amfani da wannan takardan yana tare da mai amfani da shi kuma Microsoft Corporation ba ta ba da waranti ta ko wani fanne. In ba an fada haka ba, duka misalai, ma'aikata, abubuwa, sunayen domain adiresoshin sakon imel, mutane, wurare da fare fare da suke kunshe a cikin nan ba na gaskiya ba ne. Kuma ba ta da niyyar wata dangantaka da wani ma'aikata, ko kayan kasuwa, adiresoshin sakon imel, hotuna, mutane ko wuri. Ba tare da rage hakin mallaka ba, ba dama a buga wani fanne na wannan takardar do kuma a kwafa ko a ajiye a wani tsari ko a maimata ta ko wani hanya (ko ta hanyar redio, ko kanikanci ko fotokwafi ko rekwoda ko ta wani hanya) ba tare da izinin Microsoft Corporation ba.

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