

Turkmen Style Guide

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What's New?

Last Updated: February 2011

New Topics

The following topics were added:

- n/a

Updated Topics

The following topics were updated:

- n/a

Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.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

About This Style Guide

The purpose of this Style Guide is to provide everybody involved in the localization of Turkmen 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 Turkmen 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

Ulanylmaga berilýän toplum Amyderýanyň suwuny alty sany göterijilerde 50 kilometrlik suw akabasyna bermegiň kuwwatly tehnologiýa ulgamyny özünde jemleýär. Iň soňky göterijiniň beýikligi birinji göterimiň derejesinden 76 metre barabardyr. Ýygynagyzy we Ak altyn tarp ýerli ýaýlalaryň ýerleri hut şunuň ýaly “köp gatly” derejede

ýerleşendir. Her bir göterijiniň sepleşýän ýerinde gidrouzeli, sorujy enjamlary, elektrik bilen güýç beriji enjamlary özünde jemleýän häzirkizaman gidrotoplumy guruldy, olar suwuň akabanyň ähli giňişligi boýunça bökdençsiz akmagyny üpjün edýärler. Maýa goýum taslamasy türkmen gidrogurluşykçylary tarapyndan Russiýadan “Gidromaşserwis” açyk paýdarlar jemgyeti we Şwesiýadan “Il Water Wastewater AB” firmasy bilen bilelikde durmuşa geçirildi.

Ähli ulgamyň işi esasy suw göteriji beketden başlanýar. Hut şu desgada gurluşyk-gurnama işleriniň iň uly möçberi amala aşyryldy—uzunlygy 96 metr, ini 12 metr we beýikligi 10 metre golaý bolan esasy önümçilik korpusynyň kuwwatly binasy guruldy. Bu ýerde Russiýada öndürilen, her biriniň kuwwaty sekuntda 3,5 kub metr suwa barabar bolan kuwwatly häzirkizaman sorujy enjamlaryň 12-si oturdyldy, 1 420 millimetr ölçegdäki suw sorujy basyşly turbalaryň 12-sinden we şol ölçegdäki suw akdyryjy basyşly turbalaryň şonçasyndan ybarat bolan ulgam guruldy.

Sorujy enjamlaryň 10-sy hemişelik iş düzgüninde, ikisi bolsa ätiýaçda bolar. Birinji göterime zerur möçberlerde suw akdyrmagy üpjün etmek üçin Amyderýadan uzynlygy 4 kilometre golaý bolan täze giň sowma akabasy çekildi. Göterimi elektrik energiýasy bilen bökdençsiz üpjün etmek üçin transformator podstantsiýasy guruldy. Gidrouzelerde maşyn akabasynyň beýleki 6 sany suw göterijilerinde Şwesiýada öndürilen häzirkizaman sorujy enjamlaryň 50-ä golaýy we beýleki enjamlar işleýär.

Toplumyň ulanylmaga berilmegi bilen Döwletli we Beýik Türkmenbaşy etraplarynyň daýhan birleşikleriniň suwarymly ýerlerini suwlulandyrmak üçin bökdençlikler we suwuň ýetmezçilik etmegi bilen baglanyşykly ähli meseleler çözüler. Zerurlyk ýüze çykan mahaly Ýylgynagyz suw akabasynyň suw göteriji toplumy sekuntda 35 kub metre çenli suwy berip biler, munuň özi öň berilýän suwdan iki esseden hem artykdyr. Häzirki wagtda ol doly suwly boldy, sebitde ekerançylaryň Amyderýanyň suwuna bolan talabyny doly üpjün edýär.

Bilbil Geldiýewa

Parahat 3/1

Jaý 68 Otag 42

Aşgabat

744000

Türkmenistan

Source: http://www.turkmenistan.gov.tm/_tm/?idr=1&id=110203a

2011-nji ýylyň 14-nji Fewralynda döredildi.

Recommended Reference Material

Use the Turkmen 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.

- Türkmen diliniň grammatikasy. P. Azymow, H.Baýlyýew. “Türkmenistan” neşirýaty, 1969.
- Dil biliminiň esaslary. A.Annanurow. “Türkmenistan” neşirýaty. Aşgabat-1971
- Dil biliminiň esaslary II. A.Annanurow. “Türkmenistan” neşirýaty. Aşgabat-1971
- Türkmen diliniň morfologiyasynyň we sintaksisiniň meseleleri. M.Hamzaýew. “Ylym” neşirýaty. Aşgabat-1969.
- Häzirki zaman türkmen dilinde işlik formalary. B. Hojaýew. “Ylym” neşirýaty. Aşgabat-1978
- Häzirki zaman türkmen dilinde ortak işlik formalary. B. Hojaýew. “Ylym” neşirýaty. Aşgabat-1975
- Häzirki zaman türkmen dilinde goşma sözlemiň gurluşy. N.Nartyýew, Aşgabat-1982
- Türkmen edebi diliniň punktuaýon normalarynyň formirlenişi. T.Täçmyradow. “Ylym” neşirýaty, Aşgabat-1987
- Dyngy belgiler we olara degişli gönükmeler. N.Nortýew, D.Berdiýew, A.Myradow. Aşgabat-1993
- Häzirki zaman türkmen dilinde durnukly söz düzümleri. G.Açylowa. “Ylym” neşirýaty, Aşgabat-1971
- Häzirki zaman türkmen dilinde gysgaldylan goşma sözler. A.H.Rozyýewa. Aşgabat-1993
- Türkmen diliniň sözlügi. Türkmenistan SSR Ylymlar Akademiýasynyň neşirýaty. Aşgabat-1962 ý.

Informative References

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

- Türkmen dilinden metodik gollanma. M.Çaryýew, S.Atanayýazow, A.Akbabaýew. “Magaryf” neşirýaty.Aşgabat-1988
- Häzirki zaman türkmen diliniň leksiýalogiýasy. Ý. Çöňňäýew. “Türkmenistan” neşirýaty. Aşgabat-1972
- Türkmen dili. P.Azymow, H.Baýlyýew, M.Çaryýew. “Magaryf” neşirýaty. Aşgabat-1986
- Dokumentleriň we iş kagyzlarynyň türkmen dilinde ýazylyşy. K.Babaýew, Aşgabat-1993
- Türkmen dili. M.N.Hydyrow, N.Çöňňäýew, A.Ybraýymow, G.Sopyýew. Aşgabat*1971

Language Specific Conventions

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

Country/Region Standards

Characters

Country/region	Turkmenistan
Lower-case characters	a,b,ç,d,e,ä,f,g,h,i,j,ž,k,l,m,n,ň,o,ö,p,r,s,ş,t,u,ü,w,y,ý,z
Upper-case characters	A,B,Ç,D,E,Ä,F,G,H,I,J,Ž,K,L,M,N,Ň,O,Ö,P,R,S,Ş,T,U,Ü,W,Y,Ý,Z
Characters in caseless scripts	n/a
Extended Latin characters	Ç ç, Ä ä , Ž ž , Ň Ň, Ö ö , Ş ş, Ü ü, Ý ý
Note on alphabetical order	Alphabetical order is not necessarily indicative of sorting order.
Total number of characters	30
Unicode codes	a 0061 A 0041 b 0062 B 0042 ç 00e7 Ç 00c7 d 0064 D 0044 e 0065 E 0045 ä 00E4 Ä 00C4 f 0066 F 0046 g 0067 G 0047 h 0068

Country/region	Turkmenistan
	H 0048
	i 0069
	I 0049
	j 006a
	J 004a
	ž 017e
	Ž 017d
	k 006b
	K 004b
	l 006c
	L 004c
	m 006d
	M 004d
	n 006e
	N 004e
	ň 0148
	Ň 0147
	o 006f
	O 004f
	ö 00f6
	Ö 00d6
	p 0070
	P 0050
	r 0072
	R 0052
	s 0073
	S 0053
	ş 015f
	Ş 015e
	t 0074
	T 0054
	u 0075
	U 0055
	ü 00fc

Country/region	Turkmenistan
	Ü 00dc w 0077 W 0057 x 0078 X 0058 y 0079 Y 0059 ý 00fd Ý 00dd z 007a Z 005a
Notes	Upper-case and lower-case characters are written in alphabetical order.

Date

Country/region	Turkmenistan
Calendar/Era	Gregorian calendar
First Day of the Week	Monday
First Week of the Year	First week after the New Year
Separator	“ ” “ ”
Default Short Date Format	dd.MM.yy
Example	17.03.11
Default Long Date Format	d-nji(y) MMMM yyyy-nji(y) ýyl.
Example	17-nji mart 2011-nji ýyl.
Additional Short Date Format 1	dd.MM.yy ý.
Example	17.03.11 ý.
Additional Short Date Format 2	dd.MM.yyyy
Example	17.03.2011
Additional Long Date	n/a

Country/region	Turkmenistan
Format 1	
Example	n/a
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
No. of digits for year for Short Day Format	2
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	dd.MM.yyyy ý.
Example	17.03.2011 ý.
Notes	<ul style="list-style-type: none"> For ending of a year: if the last digit is one of 1,2,3,4,5,7,8 or two last digits are one of 20,50,70,80,00 then the ending will be “-nji”. E.g. 2008-nji, 1980-nji. For ending of a year: if the last digit is one of 6,9 or two last digits are one of 10,30,40,60,90 then the ending will be “-njy”. E.g. 2009-njy, 1930-njy. For ending of a day: if the last digit is one of 1,2,3,4,5 or 8 then the ending will be “-i”. E.g. 15-i. For ending of a day: if the last digit is one of 9,10 or 30 then the ending will be “-y”. E.g. 9-y. For ending of a day: if the last digit is 6 then the ending will be “-sy”. E.g. 6-sy. For ending of a day: if the last digit is one of 2,7 or 20 then the ending will be “-si”. E.g. 27-si. Partial date format: yyyy ý. MMMM

Country/region	Turkmenistan
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>

Formaty Layykla

Sanlar | Pul Birligi | Wagt | Sene

Mysal

Gysga sene: 23.09.10

Uzyn sene: 2010 ý. Sentyabr 23

Sene formatlary

Gysga sene: dd.MM.yy

Uzyn sene: yyyy 'ý.' MMMM d

Dyngylaryň manysy:
g, gg = gün; ggg, gggg = hepdäniň günü; A = aý; ý = ýyl

Senenama

İki belgili girizilen ýyllary aşakdaky ýyllar arasynda kabul et:

1930 we 2029

Hepdäniň birinji günü: Şişenbe

San, pul birigi, wagt we sene üçin ulgam dymma guralmary dikeltmek üçin Tazedden Ýüklä basyň.

Tazedden Ýükle

Makul Bes et Ulan

Sene we Wagt

Elýeterli formatlar:

23.09.10

2010-09-23

2010 ý. Sentyabr 23

16:52:26

Makul Bes Et

Time

Country/region	Turkmenistan
24 hour format	Yes
Standard time format	HH:mm:ss
Standard time format example	12:45:23 10:42:35

Country/region	Turkmenistan
Time separator	“:” colon
Time separator examples	12:45:23
Hours leading zero	Yes
Hours leading zero example	02:13:56
String for AM designator	n/a
String for PM designator	n/a
Notes	Short time format: HH:mm and H:mm

Days

Country/region: Turkmenistan

Day	Normal Form	Abbreviation
Monday	Duşenbe	Db
Tuesday	Sişenbe	Sb
Wednesday	Çarşenbe	Çb
Thursday	Penşenbe	Pb
Friday	Anna	An
Saturday	Şenbe	Şb
Sunday	Ýekşenbe	Ýb

First Day of Week: Monday

Is first letter capitalized?: No

Notes: First letter is capitalized if the name of a day comes at the beginning of a sentence.

Months

Country/region: Turkmenistan

Month	Full Form	Abbreviated Form	Long Date Form
January	Ýanwar	Ýan	Ýanwar
February	Fewral	Few	Fewral
March	Mart	Mart	Mart
April	Aprel	Apr	Aprel

Month	Full Form	Abbreviated Form	Long Date Form
May	Maý	Maý	Maý
June	Iýun	Iýun	Iýun
July	Iýul	Iýul	Iýul
August	Awgust	Awg	Awgust
September	Sentýabr	Sen	Sentýabr
October	Oktýabr	Okt	Oktýabr
November	Noýabr	Noý	Noýabr
December	Dekabr	Dek	Dekabr

Is first letter capitalized?: No

Notes: First letter is capitalized if the name of a month comes at the beginning of a sentence.

Numbers

The use of numbers in Turkmen is the same as in English.

Phone Numbers

Country/region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Turkmenistan	+993	Yes	2;3	“ ” space	5;6	(###) ## ## ##; (###) # ## ##; (###) ## # ##
Country/region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Turkmenistan	5;6	## ## ##; # ## ##; ## # ##	6;11	(###) ## ## ##; (#####) ## ## ##; ## ## ##;	11	+993 ## ## ## ##; +993 ### # ## ##; +993 ### ## # ##

Notes: For domestic numbers within the country, firstly caller should dial “800” before an area code, if he/she calls from another area (region, city, town). E.g. 800(area code)(local numbers).

Only Ashgabat city (the capital of Turkmenistan) has 2 digits of area code.

Addresses

Country/region: Turkmenistan

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]
2. FirstName LastName
3. Address
4. City/Town
5. PostalCode
6. Country

Example Address:

Dr. Sapar Gүjүkow
Halkara türkmen-türk uniwersiteti
Görogly 84
Aşgabat
744000
Türkmenistan

Local Postal Code Format: xxxxxx

Notes:

- The format of local postal code and international postal code are same.
- First two digits of postal code are known and always appears in such format: 74xxxx
- There is no character in postal code. It consists of digits.

Currency

Country/region	Turkmenistan
Currency Name	manat
Currency Symbol	m.
Currency Symbol Position	nm.
Positive Currency Format	12 500m.
Negative Sign Symbol	-nm.
Negative Currency Format	-12 500m.
Decimal Symbol	comma

Number of Digits after Decimal	2
Digit Grouping Symbol	space
Number of Digits in Digit Grouping	3
Positive Currency Example	12 345 390,43m.
Negative Currency Example	-12 345 390,43m.
ISO Currency Code	TMT
Currency Subunit Name	tenge
Currency Subunit Symbol	tng
Currency Subunit Example	12 345 390 manats 43 tenge

Digit Groups

Country/region: Turkmenistan

Decimal Separator: “,”

Decimal Separator Description: comma

Decimal Separator Example: 5,9 ; 150.00 Manats

Thousand Separator: “ ”

Thousand Separator Description: space

Thousand Separator Example: 1 257

Notes:

- n/a

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	Kilometr	km
	Meter	Metr	m
	Decimeter	Desimetr	dm
	Centimeter	Santimetr	sm
	Millimeter	Millimetr	mm
Capacity	Hectoliter	Gektolitr	gl

Category	English	Translation	Abbreviation
	Liter	Litr	l
	Deciliter	Desilitr	dl
	Centiliter	Santilitr	sl
	Milliliter	Millilitr	ml
Mass	Ton	Ton	t
	Kilogram	Kilogram	kg
	Pound	Funt	funt
	Gram	Gram	g
	Decigram	Desigram	dg
	Centigram	Santigram	sg
	Milligram	Milligram	mg
English Units of Measurement	Inch	Inç	inç
	Feet	Fit	fit
	Mile	Mil	mil
	Gallon	Galon	galon

Notes: English units of measurements the mass unit “pound” are not used in Turkmen.

Percentages

The use of percentages is the same as in English. There is no space between % sign and the number following the sign.

Sorting

Sorting rules	<ol style="list-style-type: none"> 1. Capital letters and lowercase letters are equal. No distinction is made between them. 2. The extended characters Æ, æ, Ø, ø, Å and å are not the equivalents of a or o but treated as separate letters of the alphabet. 3. The Extended Characters Ç, ç, Ä, ä, Ž, ž, Ň, ň, Ö, ö, Ş, ş, Ü, ü and Ý, ý are the letters of Turkmen alphabet. 4. Other accented characters are not equal with non-accented characters. 5. Non-alphabetical characters (i.e. symbols like @ ! #) sort before the letters of the alphabet. 6. Digits sort before the non-alphabetical characters and the letters of the alphabet.
Character sorting order	<p>A, a {65,97}</p> <p>B, b {66,98}</p> <p>Ç, ç {199,231}</p>

	D, d {68,100} E, e {69,101} Ä, ä {196,228} F, f {70,102} G, g {71,103} H, h {72,104} I, i {73,105} J, j {74,106} Ž, ž {142,158} K, k {75,107} L, l {76,108} M, m {77,109} N, n {78,110} Ň, ň {327,328} O, o {79,11} Ö, ö {214,246} P, p {80,112} R, r {82,114} S, s {83,115} Ş, ş {350,351} T, t {84,116} U, u {85,117} Ü, ü {220,252} W, w {87,119} Y, y {89,121} Ý, ý {221,253} Z, z {90,122}
Examples of sorted words	1 @ Aaron

	andere
	ändere
	hiša
	irdisch
	žal
	žena
	Ženěva
	lävi
	lie
	lire
	llama
	Löwen
	luč
	luck
	Lübeck
	lye
	lõug
	lòza
	Männer
	möchten
	myndig
	màšta
	mîr
	pint
	piña
	pylon
	savoir
	sämtlich
	Sietla
	subtle

symbol
waffle
wood
yen
yuan
yucca
zoo
Zürich
Zviedrija
zysk
zzlj
zzlz}
zznj
zznz
chaque
chemin
cote
coté
côte
côté
čučet
Czech
šàran
Šerbūra
ślub
väga
verkehrt
vox

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 Turkmen list for every release of your product.

Grammar, Syntax & Orthographic Conventions

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

Adjectives

In Turkmen, adjectives should be handled in the following manner:

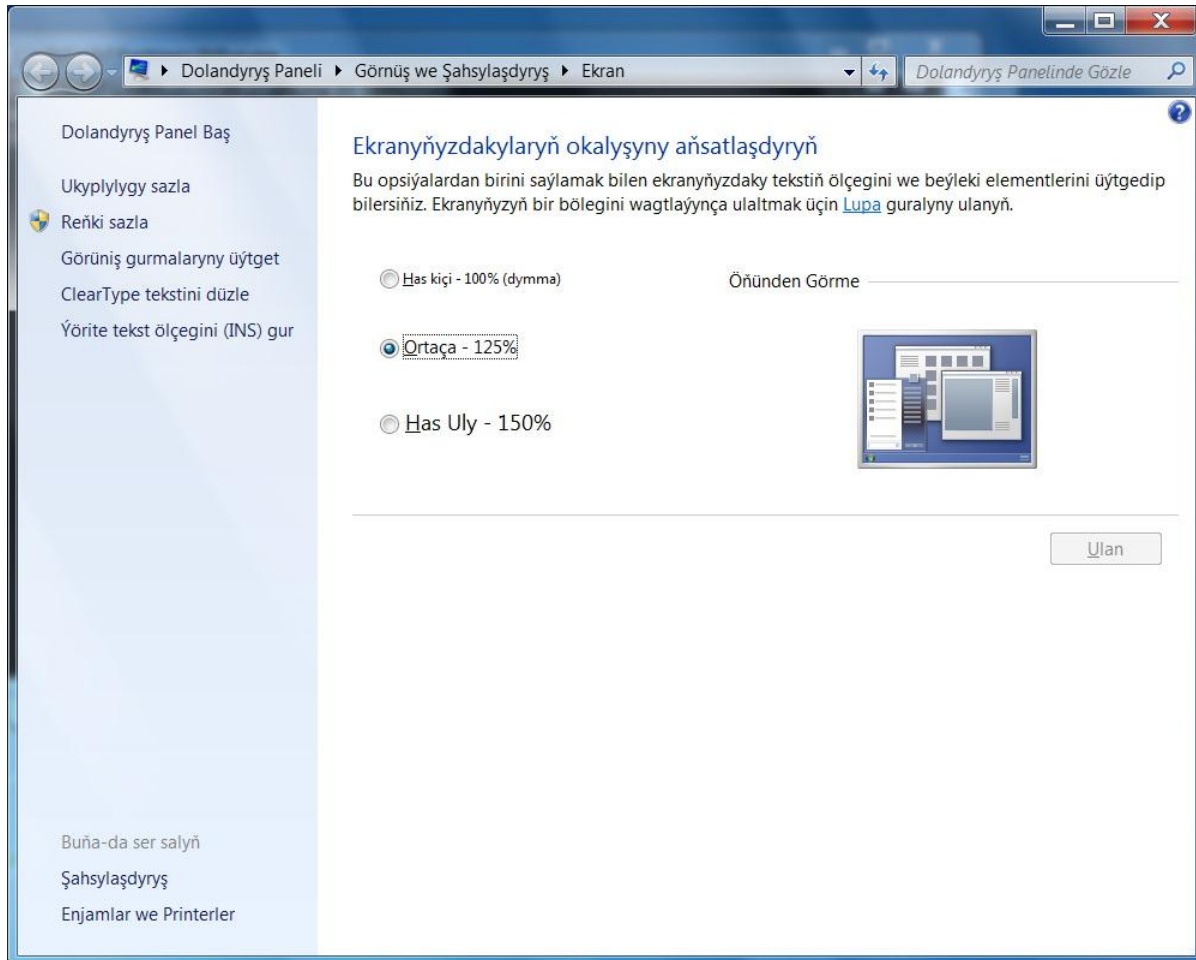
In grammar, an adjective is a word whose main syntactic role is to qualify a noun or noun phrase, giving more information about the object signified. The use of adjectives in English and in Turkmen is basically similar.

Adjectives in Turkmen mean the color, odor, shape etc. of something. For instance, *red flag* is an adjective in Turkmen, which means *gyzyl baýdak*. Here, color of the flag is red, thus it is an adjective.

Adjectives in Turkmen

English example	Turkmen example
The file is too large	(+) Faýl aýa uly

English example	Turkmen example
Your computer is infected	(+) Kompýuteriňize zyýanly wiruslar giripdir
Press the blue button	(+) Gök reňkli düwmä basyň



Possessive adjectives

The frequent use of possessives is a feature of English language. However in Turkmen, possessive adjectives are handled in the following manner.

Possessive adjectives, also known as possessive determiners are a part of speech that modifies a noun by attributing possession (or other sense of belonging) to someone or something. In English, the words *my*, *your* and *her* are examples. In Turkmen, there are six possessive pronouns, but they are not treated as adjectives.

Possessive Pronouns in Turkmen

English	Turkmen
My	(+) Meniň

English	Turkmen
Your	(+) Seniň, Siziň
His	(+) Onuň
Her	(+) Onuň
Its	(+) Onuň
Our	(+) Biziň
Their	(+) Olaryň

For instance, *My Computer* is translated as *Kompýuterim* or *Meniň kompýuterim*, but the possessive pronoun *Meniň* is not necessary in many cases, *Kompýuterim* means *My Computer*. This is not an adjective in Turkmen.

Articles

General considerations

An article (abbreviated art) is a word that combines with a noun to indicate the type of reference being made by the noun. Articles specify the grammatical definiteness of the noun, in some languages extending to volume or numerical scope. The articles in the English language are *the* and *a/an*.

In Turkmen, there are no definitive articles. Hence, *the* is not translated into Turkmen.

Many error messages in English vary with regard to the use of articles, demonstrative and possessive pronouns. Please be consistent in how you deal with such variation in Turkmen.

English example	Turkmen example	Explanation
1) File already exists 2) The file already exists 3) This file already exists	Faýl öňden bar	The word “Faýl” can be replaced to file name if the name of a file is written instead of “File”, e.g. <i>StyleGuide.doc</i> öňden bar.
1) Not enough memory to complete this operation. 2) Not enough memory to complete installation.	1) Bu işi gutarmak üçin ýeterlik ýat ýok. 2) Gurnamany gutarmak üçin ýeterlik ýat ýok.	If a name of an operation is written instead of “this operation” in English example, then Turkmen translation will be like this: “Name of an operation”+(n)y/i* gutarmak üçin ýeterlik ýat ýok.
Windows Vista cannot start your system. If the problem persists, contact your network administrator.	Windows Vista sistemaňyzy başladyp bilenok. Eger problema dowam etse, tor administratoryňyz bilen habarlaşyň.	In Turkmen, instead of possessive marker “your”, noun+(y)ňyzy/(i)ňizi is used.**

* Usage of “name of an operation/noun/verb”+(n)y/i

If the last syllable of name of an operation/noun/verb is one of “a, o, u, y” letters and the last letter is not vowel letter then it will be : name of an operation/noun/verb+y, e.g. faýly

If the last syllable of name of an operation/noun/verb is one of “ä, e, ö, ü, i” letters and the last letter is not vowel letter then it will be : name of an operation/noun/verb+i, e.g. belligi

If the last letter of name of an operation/noun/verb is one of “a, o, u, y” letters then it will be: name of an operation/noun/verb+ny, e.g. gurnamany

If the last letter of name of an operation/noun/verb is one of “ä, ö, ü, i” letters then it will be name of an operation/noun/verb+ni, e.g. Selbini

If the last letter of name of an operation/noun/verb is “e” letter then it will be : an operation/noun/verb+äni, e.g. noun “täzelenme” will be täzelenmäni. If the last letter of name of an operation/noun/verb is one of “k, p, t, ç” letters then these letters change to k->g, p->b, t->d, ç->j accordingly. E.g. the word “bellik” will be belligi

** Usage of noun+(y)ňyzy/(i)ňizi

If the last syllable of a noun is one of “a, o, u, y” letters and the last letter is not vowel letter then it will be: noun+yňyzy, e.g. faýlyňyzy

If the last syllable of a noun is one of “ä, e, ö, ü, i” letters and the last letter is not vowel letter then it will be: noun+iňizi, e.g. belligiňizi

If the last letter of a noun is one of “a, o, u, y” letters then it will be: noun+ňyzy, e.g. guramaňyzy. If the last letter of a noun is one of “ä, e, ö, ü, i” letters then it will be: noun+ňizi, e.g. täzelenmäňizi

Unlocalized Feature Names

The major product groups use the following unlocalized product portfolio names; these are considered product names and are always used without a hyphen or article in any language:

- Microsoft Office System
- Microsoft Windows Server System
- Windows Mobile

Product names and non-translated feature names should also be treated as proper nouns in Turkmen.

English example	Turkmen example
Windows Mail shares your Internet Connection settings with Internet Explorer	(+) Windows Mail siziň internet aragatnaşyk gurnalyşyňyzy internet ýolbeledi bilen paýlaşýar

Localized Feature Names

Translated feature names are used with a definite or indefinite article as they are not treated as proper names.

English example	Turkmen example
Hide the Task Manager when it is minimized	(+) Tabşyryk Dolandyryjyňyzy kiçeldilen wagty gizläň
Check for updates in your installed Media Player's language	(+) Gurnalan Göteriji Pleýeriňiziň diliniň täzelemelerini barlaň

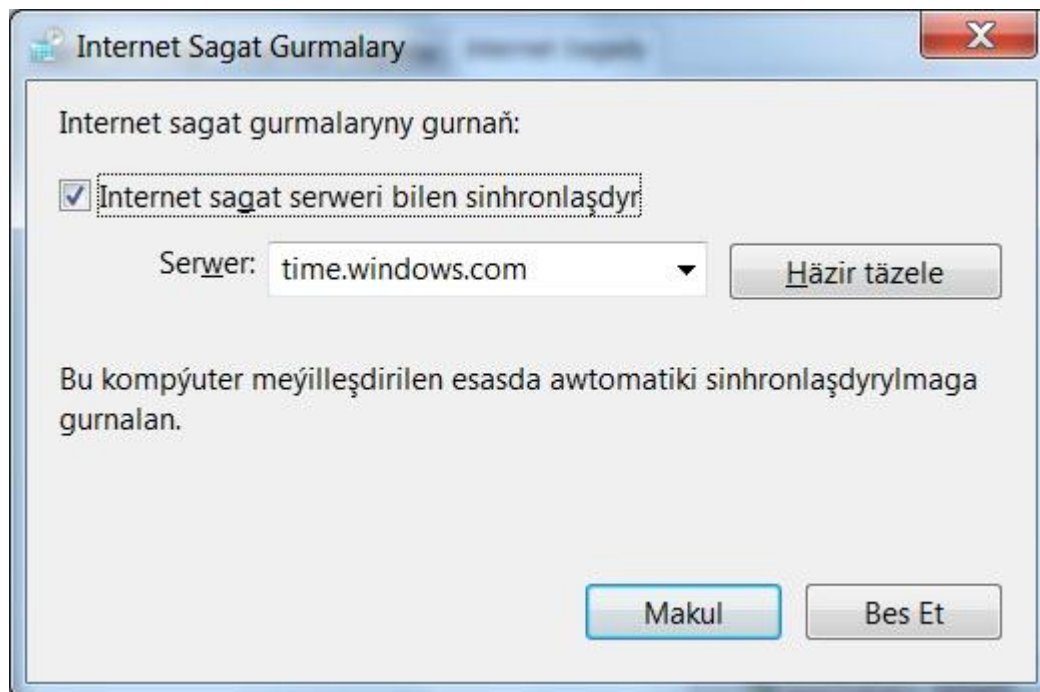
Articles for English Borrowed Terms

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

- **Motivation:** Does the English word have any formally motivated features that would allow a straightforward integration into the noun class system of your language?
- **Analogy:** Is there an equivalent Turkmen term that could be used to justify the noun class the noun gets assigned to?
- **Frequency:** Is the term used in other technical documentation? If so, what noun class is it assigned to most often? The Internet may be a helpful reference here.

If the choice of noun class is left up to you, ensure that you provide consistent translations within the Microsoft product. Please consult with your translation team lead and team members to decide what noun class to assign. Let us assume that the word “server” is not translated into Turkmen.

English example	Turkmen example
Delete it from server .	(+) Ony serwer den poz.
Enter a password to log into the server	(+) Serwere girmek üçin paroly ýaz.
DNS cannot resolve the server IP address	(+) SDA serweriň IP adresini çözüp bilenok
Verify the name of the server 's certificate	(+) Serweriň kepillnamasynyň adyny barla



Capitalization

If the first word in the English source string is capitalized, the corresponding first word in the target language should also be capitalized. If the word in the English source string is not capitalized, the corresponding first word in the target language should also not be capitalized, unless language-specific rules specify different capitalization. In German, for instance, any noun is spelled upper-case and a noun in phrase-initial position would always be capitalized, even if the English source string begins with a lower-case noun.

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

Example of a string:

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

Turkmen translation of this string will be:

bu kompýutere baglanmaga synanyşýar. Eger rugsat berseňiz, siz baglanmany bilersiňiz ýöne soň dowam edip bilersiňiz. Siz bu baglanmaga rugsat berýaňizmi?\r\n

English example	Turkmen example
unknown software exception\r\n	(+) näbelli programma üpjünçiliginiň aýratynlygy\r\n
acquired	(+) alnan
Log off user	(+) Ulanyjy çykyşy
Edit...	(+) Düzelt

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

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

In English headings, all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions (such as “that,” “until,” and “which”) are capitalized. Please do not apply the same principle to Turkmen headings. Instead, follow the normal Turkmen capitalization rules. The same rule applies to software strings.

English example	Turkmen example
Switching Between Windows	(+) Penjireleri öz aralarynda geçirmek

What to capitalize?

- Names of user interface elements (commands, menus, dialog box titles), program names, etc.
Only the first word is capitalized, e.g., Arabaglanyşyk dolandyryjysy, Daşky gurşaw
 - When referred to names of user interface elements should always be marked by font style (e.g. bold) or, if that is not possible, enclosed in quotes.
 - Acronyms
- Proper names
- There are several names in which all words are capitalized:
 - country and state names (Amerikanyň Birleşen Şatlary, Birleşen Milletler Guramasy),
 - political names (Ýokary Gözegçilik, Türkmenistanyň Ministrler Kabineti). If you are sure that all the words should be capitalized, do it.

Do not capitalize

- Month names and day names (awgust, şişenbe)
- The term “Web” is not capitalized (web baglanyşygy)
- Languages and nationalities, and adjectives derived from them are not capitalized. (fransuz dilinde, rus dili)

In Turkmen headings, product names, acronyms, trademarks are also capitalized.

Compounds

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

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

Every word of compound is translated into Turkmen unless it is unlocalized product or component names.

English examples	Turkmen example
Internet Accounts	(+) Internet hasaplary
Logon script processing	(+) Giriş yazgysy işlewe
Workgroup Administrator	(+) İş toparynyň administratory
Internet News Server Name	(+) Internet habar serweriniň ady

The compounds below contain both, product and component names. The product names are marked in red. Product names are usually trademarked and, therefore, must remain unchanged in Turkmen. Additions to a

product or component name are added with a hyphen or, if that is not appropriate, you need to create a periphrastic construction.

Component names are translated unless they are unlocalized product portfolio names like “Microsoft Office System”, “Microsoft Windows Server System” or “Windows Mobile”.

English example	Turkmen example
Windows password	(+) Windows paroly
Microsoft Word document	(+) Microsoft Word resminamasy
Microsoft SQL Server Database	(+) Microsoft SQL Server maglumat bazasy
Microsoft BackOffice product family	(+) Microsoft BackOffice önüm maşgalasy
ActiveX Control	(+) ActiveX dolandyryşy

Compounds with Acronyms, Abbreviations or Numerals

Compounds with numerals in Turkmen are used as in English. But compounds with acronyms or abbreviations are translated if they are localized acronyms or abbreviations.

The compounds below contain either an abbreviation or a numeral followed by a component name. The abbreviation or numeral is marked in red in the English example. The Turkmen example below show how such constructions should be translated.

English example	Turkmen example
CD-ROM drive	(+) CD-ROM sürüjisi
2-D gridlines	(+) 2-D gözenek çyzyklary
24 bit color value	(+) 24 bitlik reňk degeri
3.5 Floppy	(+) 3.5 çeyýe disk
5 1/4-inch Floppy	(+) 5 1/4-inch çeyýe disk
35mm slides	(+) 35 mm slaýtlary

Gender

You should always recognize your audience’s sensitivity to male and female stereotypes. Instead of stressing gender differences or reinforcing stereotypical distinctions between men and women, use language that is as neutral as possible. The neutral approach also applies to the localization of scenarios, comparisons, examples, illustrations, and metaphors.

Create a balance when assigning roles and functions to men and women (active vs. passive roles, leading vs. secondary roles, technical vs. non-technical professions, and so on). Scenarios, pictures, metaphors, and comparisons should be based on areas and attributes common to both genders.

Instead of using phrases which mention the two genders separately, use a general term that includes both genders such as “people,” “users,” or “persons.”

Avoid writing sentences that refer to a single person whose gender is unknown. You can often avoid this situation by rewriting the sentence to make the subject plural. In cases where a reference to a single person is impossible to avoid, do not use “he or she,” “him or her,” or “his or hers.” The language in Microsoft products should sound natural, as if part of a spoken conversation. Also, generally avoid the use of slashes to combine both genders (although sometimes exceptions are made - see table below).

Use the following strategies to avoid the use of overtly gender-biased expressions:

Linguistic method	English Example	Turkmen Example	Context
Use a Neutral noun	person, leader, team lead, expert, employee, user	(+) adam, lider, topar ýolbaşçy, bilermen, işgär, ulanyjy	Words are translated in order
Combine both genders by means of a slash	he/she, s/he	(+) ol	“Ol ” is used for both “he” and “she” in Turkmen

Genitive

Product names and non-translated feature names are considered proper nouns and are used without definite or indefinite articles in English. For instance, attaching a genitive “s” to trademarked product names is not feasible as it could be interpreted as a modification of such names. Additions to a product or component name are either added with a hyphen or a periphrastic construction needs to be used. For example, instead of expressing a possessive relationship by using the genitive marker “s” in English, a periphrastic construction should be used:

- (-) Microsoft's products
- (+) Microsoft products
- (+) Products by Microsoft

Attaching a genitive “yň/iň” to trademarked product names is not feasible as it could be interpreted as a modification of such names. Additions to a product or component name are either added with a hyphen or a periphrastic construction needs to be used. For example, instead of expressing a possessive relationship by using the genitive marker “yň/iň” in Turkmen, a periphrastic construction should be used:

- (-) Microsoftyň önümleri
- (+) Microsoft önümleri

Modifiers

Let us assume that the word “server” is not translated into Turkmen.

English example	Turkmen example
Delete it from server .	(+) Ony serwer den poz.
Enter a password to log into the server	(+) Serwere girmek üçin paroly ýaz.
DNS cannot resolve the server IP address	(+) SDA serweriň IP adresini çözüp bilenok
Verify the name of the server's certificate	(+) Serweriň kepillamasynyň adyny barla

Nouns

In linguistics, a noun is a member of a large, open lexical category whose members can occur as the main word in the subject of a clause, the object of a verb, or the object of a preposition

The syntactic rules for nouns differ from language to language. In English, nouns may be defined as those words which can occur with articles and attributive adjectives and can function as the head of a noun phrase.

Inflection

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

English example	Turkmen example
Clients	(+) Klientler
Websites	(+) Websaýtlar
Downloads	(+) Downloadlar
Proxys	(+) Proksiler
Administrators	(+) Administratorlar

Plural Formation

Plural is formed by adding “-lar” or “-ler” after nouns in Turkmen.

“-lar” suffix is added if the last syllable has any of these letters: a, y, o, u

“-ler” suffix is added if the last syllable has any of these letters: ä, i, ö, ü

English example	Turkmen examples (plural)
chat	(+) chatler
crawl	(+) crawlilar
debug	(+) debuglar

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.

Prepositional phrases in English need to be translated according to their context; anglicisms should be avoided. The table below contains frequently used verbs and the prepositions that follow them. Please use this table as a reference.

The table below contains frequently used verbs and the prepositions that follow them. Please use this table as a reference.

US-English expression	Turkmen expression	Comment
migrate to	-a(e) göçir	Migrate to local disc
Migrate from	-dan/den göçir	Migrate from local disc
import to	-a(e) giriz	Import to disc D
import from	-dan/den giriz	Import from disc C
export to	-a(e) çykar	Export to folder
export from	-dan/den çykar	Export from folder
update to	bilen täzele	Update to the latest version
upgrade to	täzesini ýükle	Upgrade to the beta version
change to	-a(e) çalyş	Change to capital letters
click on	-yň/ıň üstine bas	Click on the file
connect to	-a(e) birikdir	Connect to the server
welcome to ...	-a(e) hoş geldiňiz	Welcome to Windows

The examples below contain frequently occurring noun phrases that are preceded by a preposition. Please use this table as a reference.

US-English expression	Turkmen expression
in the toolbar	(+) gurallar zolagynda
on the tab	(+) goşmaça goýlanlarda
on the menu	(+) menýuda
on the net	(+) torda
on the Internet	(+) internetde
on the Web	(+) webde

US-English expression	Turkmen expression
on a web site	(+) web saýtda
on a web page	(+) web sahypasynda

Pronouns

If the last syllable of a product name/string contains one of “a,o,u,y” letters and the last letter is not vowel letter then the ending will be “ym”. E.g. (for the word “faýl”) Meniň faýl**ym**.

If the last syllable of a product name/string contains one of “e,ä,ö,ü,i” letters and the last letter is not vowel letter then the ending will be “im”. E.g. (for the word “kompýuter”) Meniň kompýuter**im**.

If the last letter of a product name/string is one of these “a,u,y,i,ä” vowel letters then the ending will be “m”. E.g. (for the word “bukja”) Meniň bukja**m**.

If the last letter of a product name/string is “e” then the ending will be “äm”. E.g. (for the word “köne”) Meniň kön**äm**.

- Usage of noun/string+yň/iň :

If the last syllable of a product name/string contains one of “a,o,u,y” letters and the last letter is not vowel letter then the ending will be “yň”. E.g. (for the word “faýl”) faýl**yň**.

If the last syllable of a product name/string contains one of “e,ä,ö,ü,i” letters and the last letter is not vowel letter then the ending will be “iň”. E.g. (for the word “kompýuter”) kompýuter**iň**.

If the last letter of a product name/string is one of these “a,u,y,i,ä” vowel letters then the ending will be “m”. E.g. (for the word “bukja”) bukja**ň**.

If the last letter of a product name/string is “e” then the ending will be “äň”. E.g. (for the word “köne”) kön**äň**.

Punctuation

Comma

Please follow the following basic rules for the use of punctuation marks in Turkmen. Make sure to include a space after commas and periods.

Usage of commas and other punctuation marks in Turkmen is same with US English.

Colon

The **colon** (:) is a punctuation mark consisting of two equally sized dots centered on the same vertical line.

Usage of colons and other punctuation marks in Turkmen is same with US English.

English	Turkmen
There are several types of Internet protocols: - HTTP - FTP etc.	(+) İnternet protokolynyň birnäçe görnüşi bar: - HTTP - FTP we ş.m.
There are three forms of matter: 1) solid 2) fluid 3) gas	(+) Maddanyň tebigatda üç haly bar: 1) gaty 2) suwuk 3) gaz

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.

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.

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.

In Turkmen, there is only one kind of dash instead of all these three signs.

Ellipses (Suspension Points)

Ellipsis (plural ellipses; from the Ancient Greek: ἔλλειψις, élleipsis, "omission") is a mark or series of marks that usually indicate an intentional omission of a word in the original text. An ellipsis can also be used to indicate a pause in speech, an unfinished thought, or, at the end of a sentence, a trailing off into silence (aposiopesis) (apostrophe and ellipsis mixed). When placed at the end of a sentence, the ellipsis can also inspire a feeling of melancholy longing. The ellipsis calls for a slight pause in speech.

The most common form of an ellipsis is a row of three periods or full stops (...) or pre-composed triple-dot glyph (...). The usage of the em dash (—) can overlap the usage of the ellipsis.

The triple-dot punctuation mark is also called a suspension point, points of ellipsis, periods of ellipsis, or colloquially, dot-dot-dot.

No space is added before the ellipsis sign in Turkmen.

Period

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

In paper sizes (the last example in the table below) the decimal separator and the abbreviation "in" for inches are kept, since the sizes are US norms and should be represented accordingly.

English example	Turkmen example
5.25 cm	(+) 5.25 sm
5 x 7.2 inches	(+) 5 x 7.2 inç
Letter Landscape 11 x 8.5 in	(+) 11 x 8.5 in-lik hat ýatasy

Quotation Marks

Please follow the following basic rules for the use of quotation marks in Turkmen.

Only one type of quotation mark is used:

Example: (+) “Maýkrosoft” kompaniýasy

Parentheses

In English, there is no space between the parentheses and the text inside them. Usage of parentheses in Turkmen is same with US English.

Example: (+) Windows Mail habarnamalary (ugradylan we gelen hatlar)

Semicolon

Semicolon is used as list separator.

Singular & Plural

In Turkmen when a noun/verb/adjective is used in plural form, the ending “lar/ler” is added.

If the last syllable or the last letter of a noun/verb/adjective is one of “a, o, u, y” letters then it will be:
noun/verb/adjective +lar, e.g. faýllar, bukjalär.

If the last syllable or the last letter of a noun/verb/adjective is one of “ä, e, ö, ü, i” letters then it will be:
noun/verb/adjective +ler, e.g. kompýuterler, täzelenmeler.

Split Infinitive

A split infinitive is an English-language grammatical construction in which a word or phrase, usually an adverb or adverbial phrase, comes between the marker to and the bare infinitive (uninflected) form of a verb. A famous split infinitive occurs in the opening sequence of the Star Trek television series: to boldly go where no man has gone

before. Here, the adverb "boldly" splits the full infinitive "to go." More rarely, the term compound split infinitive is used to describe situations in which the infinitive is split by more than one word: The population is expected to more than double in the next ten years.

Split Infinitives are not used in Turkmen.

Subjunctive

The subjunctive in Modern English is easily distinguished in a variety of contexts in which the present subjunctive is used where the sense is past tense. Regardless of the subject, the form of the present subjunctive verb is the infinitive unpreceded by "to". Hence, the subjunctive of "to go" is "I go", "you go", "he/she/it go", "we go", "they go". For instance: "It was required that we go to the back of the line." Compare with the indicative: "Everyone knows that we went to the back of the line."

Subjunctives are added to the end of verbs in Turkmen.

Example: I go: Gidýäriň or Men gidýäriň

We go: Gidýäris or Biz gidýäris.

Symbols & Non-Breaking Spaces

Non-Breaking spaces are usually used in computer programming languages.

- Use a non-breaking space (CTRL+SHIFT+SPACEBAR) in any abbreviation.
- If non-breaking spaces cannot be used (in Help files, for example) it is also acceptable to write these abbreviations without a space to avoid having one letter move to the beginning of the next line.

Syntax

Phrases like "To skip creating your startup disk, click Cancel" should be rephrased as "Click Cancel to skip creating your startup disk". Avoid personified inanimate subjects and try to replace active constructions with passive ones where possible. "Click Cancel to skip creating your startup disk" is translated to Turkmen as "Goýberme diskiňizi döretmegiň üstinden ätlemek üçin bes ede basyň"

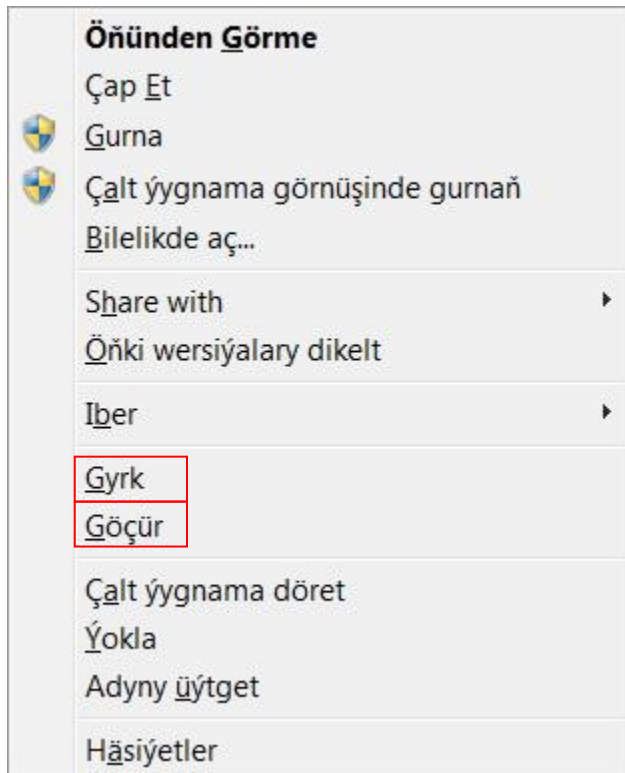
English example	Turkmen example	Explanation
Setup encountered an error while creating your startup disk. Setup cannot find the remote computer. Setup cannot get disk information.	(+) Goýberme diskiňizi döreden wagty gurnaýjyda tötänleýin ýalňyş ýüze çykdy. (+) Gurnaýjy uzakdaky kompýuteri tapanok (+) Gurnaýjy disk maglumatlaryny alyp bilenok.	Word order is rather different in Turkmen. Verbs are always used at the end of the sentences. This rule might be summarized as: Subject + Object + Verb
Remove any existing settings to free space.	(+) Ýeri boşatmak üçin bar bolan sazlamalary aýyryň.	If there are more than two verbs in a sentence, one of them comes at

English example	Turkmen example	Explanation
		the end of the sentence, while others are freely replaceable.
Attempt to remove current directory	(+) Hâzirki direktoriýany aýyrmaga synanyşyldy	Passive construction is used in Turkmen example.

Verbs

Be consistent in how you translate verbs in error messages. If it is grammatical to omit the predicate “be” in your language, you can omit it in error messages, but you should be consistent in your usage across all error messages. Be concise without changing the meaning of the source string.

English example	Turkmen example	Explanation
Access was denied. Access denied.	(+) Ygtyýar berilenok.	In fact, “bermek” means “to give”. Here, “Ygtyýar berilenok” means “Permission not given for access”, but we use it as the translation for “Access denied”. It is not suitable to translate word by word. “to deny” means “garşy çykmak”, but it is not suitable for use here.
The application may attempt to convert the graphic.	(+) Programma grafikany öwürmäge synanyşdy.	Verbs are used at the end of the sentence in Turkmen. This rule is always applicable.
A problem occurred while trying to connect to the network share '%1!s!'.	(+) “%1!s!” bilelikde ulanylýan toruna birikdirilende näsazlyk ýüze çykdy.	Plural form of this English example will be as “%1!s!”bilelikde ulanylýan toruna birikdirilende näsazlyk lar ýüze çykdy
The following error occurred: '%1!s!' (error #'%2!lx!')	(+) Ýalňyş: “%1!s!”(ýalňyş#'%2!lx!')	Errors (pl.) will be as Ýalňyş lar .
An unknown error has occurred./ No error occurred.	(+) Näbelli ýalňyş	Plural form of this English example will be as Näbelli ýalňyş lar .



Word Order

Word order is somewhat different in Turkmen. Most sentences begin with a subject and end with a verb in one of three tenses (past, present and future).

Example:

A problem occurred while trying to connect to the network share '%1!s!'

-%1!s! bilelikde ulanylýan toruna birikdirilende näsazlyk ýüze çykdy.

In English, “problem” is written first while in Turkmen, it comes before the verb “occurred”.

Style and Tone Considerations

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

Audience

Please take the target audience into account when translating Microsoft products. For example, translation of learning materials targeted at new users should be more direct and friendly than that of IT Pro materials, which should be more formal.

Style

Consistency and the adaptation of the product to the local language (idiomaticity) play an equally important role for localization. The language in Microsoft products should have the “look and feel” of a product originally written in Turkmen, using idiomatic syntax and terminology. At the same time, the language must maintain a high level of terminological consistency, so as to guarantee the maximum user experience and usability for our customers.

Fluency, readability and intelligibility are essential to the success of any localized product. In practice, this means that if there is a more idiomatic way of structuring a given sentence, use the Turkmen word order instead of translating word by word, as long as the key message is conveyed.

Tone

The tone of the Turkmen translation should mimic the tone of the source product, but should also be respectful. Any word forms that are specific to a particular dialect should be avoided.

Personal pronouns used in Turkmen

Personal pronouns	English corresponding
Men	(+) I
Sen	(+) You(singular)
OI	(+) He/She
Bu/Şu	(+) It
Biz	(+) We
Siz	(+) You(plural)
Olar	(+) They

Verb forms used in Turkmen

Verb forms	Gerunds (for verb “al” and “gel”)
Işligiň buýruk formasy	Verb; E.g. al, gel
Işligiň hökmanlyk formasy	Verb+maly/meli; E.g. al maly , gel meli

İşligiň arzuw-isleg formasy	Verb+aýady/äýedi/sady/sedi; E.g. al aýady , gel äýedi , al sady , gels edi
İşligiň hyýal-niýet formasy	Verb+makçy/mekçi; E.g. al makçy , gel mekçi
İşligiň alkyş-gutlag formasy	Verb+syn/sin/sun/sün; E.g. al syn , gel sin , toý bol sun
İşligiň rugsat-ejaza formasy	Verb+aýaýyn/äýeýin/aýsana/äýsene; E.g. al aýaýyn , gel äýeýin , al aýsana , gel äýsene
İşligiň şert formasy	Verb+sa/se; E.g. al sa , gels e
İşligiň nämälim(infinitiw) formasy	Verb+maklyk/meklik/mak/mek; E.g. al mak(lik) , gel mek(lik)

Voice

In general please use passive voice rather than active voice, even if active voice is used in English. You” should be translated in second person plural.

English example	Turkmen example
You are now connected to the Internet.	(+) İnternet baglanyşygy guruldy. (-) Siz İnternete baglandyňyz.

Localization Guidelines

This section contains guidelines for localization into Turkmen.

General Considerations

Abbreviations

Common Abbreviations

You might need to abbreviate some words in the UI (mainly buttons or options names) due to lack of space. The following table lists common Turkmen expressions and their associated, acceptable abbreviations.

English example	Acceptable abbreviation	Turkmen example	Acceptable abbreviation
for example	e.g.	(+) mysal üçin	mys
versus	Vs.	(+) garşylykly	garş.
etcetera	etc.	(+) we şuna meňzeşler	we şm.

Accessibility

Microsoft provides people with disabilities (single-handed or with hearing or motion disabilities) with more accessible products and services. These may not be available in Turkmenistan. Please check with your Microsoft contact and remove these references from Turkmen text if necessary.

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 Turkmen, acronyms are widely used, e.g. HTML, PIN.

Caution: Do not include a generic term after an acronym or abbreviation if one of the letters in the acronym stands for that term. Even though this might occur in the US-English version, it should be “corrected” in the localized version. The following examples show the redundancy in red for English terms.

- (-) RPC **call**
- (-) HTML **language**
- (-) TCP/IP-**Protocol**
- (-) PIN **Number**

The following examples show the redundancy in red for Turkmen terms:

- (-) HTML **dili**

- (-) PIN belgisi

Localized Acronyms

In online help or documentation, spell out the words that comprise an acronym or abbreviation the first time that acronym is used in the text. You should include the language-specific translation, the US term, and the acronym as in the following example:

- **Maglumat Giriş Obýektleri** (Data Access Objects, DAO)
- **ActiveX Maglumat Obýektleri** (ActiveX Data Objects, ADO)

In the user interface, there is usually not enough space for all three terms (US term, language-specific translation, and the acronym); only in wizards, the acronym can easily be spelled out and localized on first mention. If there are space constraints or there is no 'first' occurrence, it is up to you to judge to the best of your knowledge whether the acronym or abbreviation can be left as is or should be spelled out and localized.

Note: Although the English acronym cannot generally be derived from the language-specific translation, creating a new acronym derived from the language-specific translated term is not an option. For example, do not replace an English acronym with a language-specific acronym; instead, leave the English acronym or abbreviation intact, as in the following examples “where DLL” and “DPI” are correctly rendered as “DLL” and “DPI”:

Language	English example	Acceptable translation
Turkmen	Application Initialization DLL	(+) DLL goşmaça başlamagy
Turkmen	DPI Scaling	(+) DPI masştablaşdyrma

Unlocalized Acronyms

Many abbreviations and acronyms are standardized and remain untranslated. They are only followed by their full spelling in English if the acronym needs to be explained to the speakers of a different language. In other cases, where 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 abbreviations that are considered commonly understood; these acronyms and abbreviations should not be localized or spelled out in full in English:

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

Applications, Products, and Features

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

English example	Turkmen example	Comment
Windows Media	(+) Windows Media	Not translated
Windows Live Movie Maker	(+) Windows Live Film Studiýasy	Feature is translated, while product name is not translated.

Frequent Errors

The text marked in red in Turkmen highlights the wrong choice.

English example	Anglicism in Turkmen	Correct example
For several minutes	(-) üçin birnäçe minutlap	(+) birnäçe minutlap
Middle East	(-) Orta Gündogar	(+) Ýakyn Gündogar
For more information please contact ...	(-) Üçin giňişleýin maglumat ... bilen habarlaşyň	(+) Giňişleýin maglumat üçin ... bilen habarlaşyň
assume	(-) -	(+) göz öňüne getir
fatal error	(-) ýalňyşlyk howply	(+) howply ýalňyşlyk
resolved invalid	(-) çözüldi peýdasyz	(+) çözülen ýalňyş

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>).

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

This section does not apply to Turkmen.

Standardized Translations

In order to find them more easily, the most relevant topics and sections are compiled here for you reference.

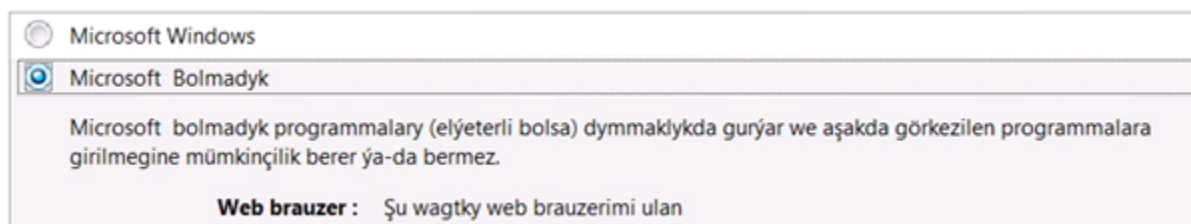
- [The importance of standardization](#)
- [Standard Phrases in Error Messages](#)
- [Standard Phrases in Documentation](#)
- [Copyright notice](#)

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>.

Examples of unlocalized items:

- OK
- Internet
- Web
- CD
- DVD
- Video
- Audio
- Stereo
- Bit



Using the Word Microsoft

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

1. In Turkmen the word Microsoft is not translated in both localized and unlocalized product names.
2. The word "Microsoft" is translated as Maýkrosoft or Maýkrosoft korporatsiyasy when referring to Microsoft Corporation or its products descriptively in text.

Example:

English example	Translation example
More Games from Microsoft	(+) Maýkrosoftyň beýleki oýunlary
© Microsoft Corporation. All rights reserved.	(+) © Maýkrosoft korporasiýasy. Ähli hukuklary goralandyr.
Microsoft Windows Live	(+) Microsoft Windows Live
For more information, search the Microsoft Knowledge Base online.	(+) Has giňişleýin maglumat üçin Microsoft maglumat bazasyny gözläp bilersiňiz.

Software Considerations

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

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

User Interface

Translating UI items can be a challenge at times, in part because you do not always know the context or the exact function of a particular UI item. This topic is intended to give some general guidelines about UI references.

Always use all available resources to establish the context for UI items. When working with LocStudio EDBs, these resources are the following columns: Instructions, Resource ID, String ID, and sometimes Previous Source and Term Note. If you need more context for a string, contact your Engineering Partner.

Checkboxes and Radio Buttons

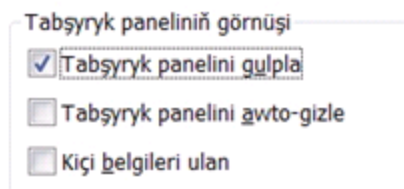
In the texts for checkboxes and radio buttons, it is not typical to address the user directly. Using a personal pronoun such as "you," "vous," or "Sie," in languages that use this form of address in checkbox or radio button texts should, therefore, be a relatively rare choice.

Within an interface, a checkbox can be selected or deselected; refer to Figure 1 for a visual example of selected and deselected checkboxes within an interface.

Usage of Checkboxes and Radio Buttons in Turkmen is same as in US-English.

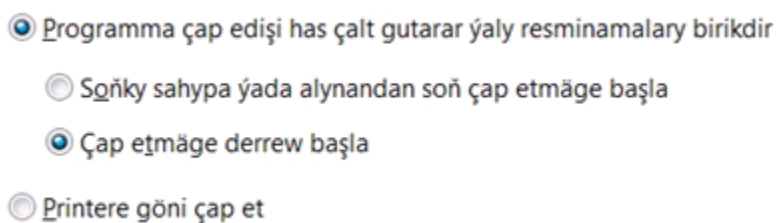
Within an interface, a checkbox can be selected or deselected; refer to Figure 1 for a visual example of selected and deselected checkboxes within an interface.

Figure 1. Example of selected and deselected checkboxes.



In addition, a radio button can be selected or deselected; within a list, if one radio button is selected, none of the other radio buttons can be selected; for a visual example of selected and deselected radio buttons within an interface.

Figure 2. Example of selected and deselected radio buttons.



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

Examples:

English example	Turkmen example
I accept the license terms.	(+) Men ygtyýarlygyň şertnamasyny kabul edýärim.
I accept this agreement.	(+) Men bu ylalaşygy kabul edýärim.
Confirm file format conversion on open	(+) Faýl formatynyň özgerişigini açylyşda tassykla

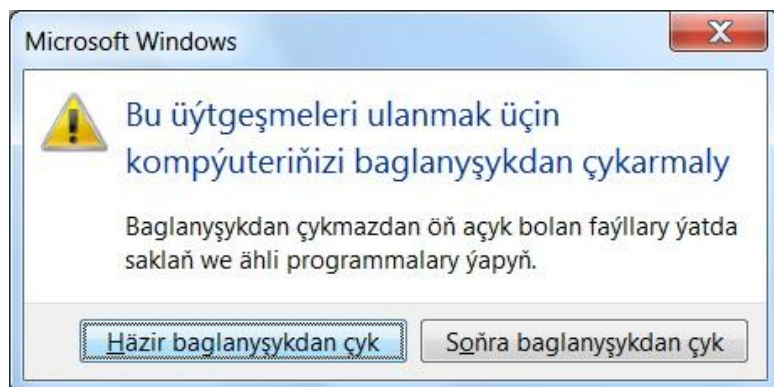
Messages

Messages are sometimes phrased differently in US-English software interfaces even though they have the same meaning. Try to avoid phrasing the same message differently in the Turkmen version of the software you are localizing. Use one standard translation as in the following example:

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.



Turkmen Style in Status bar Messages

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

Name	Turkmen Name	Category	English Status Bar message	Turkmen Status Bar message
Edit	(+) Düzelt	menu	Contains editing commands	(+) Düzeltmek için degişli buýruklary özünde saklaýar
Copy to Folder...	(+) Şu Bukja Göçür	menu	Copies the selected items to a new location	(+) Saýlanan bölekleri täze bir ýere göçürer
New	(+) Täze	command	Creates a new document	(+) Täze bir resminama döreder
			Make object visible?	(+) Obýekt görüňän bolsunmy?
			Word is converting the document. Press Esc to stop.	(+) Word bu resminamany öwürýär. Duruzmak üçin Esc basyň.
			Datasheet View	(+) Maglumat Tablisasyny Görkez
			Done	(+) Ýerine ýetirildi

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 Turkmen version. Use one standard translation as in the examples below:

English term	Correct Turkmen translation
Press F1 to get Help	(+) Kömegi çagyrmak üçin F1-e basyň
If you want Help press F1	
To get Help press F1	
Not enough memory	(+) Ýeterlik ýat ýok
Insufficient memory	
There is not enough memory	
Save changes to %1?	(+) Üýtgeşmeleri %1+e/a/ä ýazmalymy?(*)
Do you want to save changes to %1?	

- * If the last syllable of the string %1 contains any of the letters “a,o,u,y” and the last letter is not vowel letter then it will be %1+a. E.g. Üýtgeşmeleri faýla ýazmalymy?
- * If the last syllable of the string %1 contains any of the letters “ä,ö,ü,i,e” and the last letter is not vowel letter then it will be %1+e. E.g. Üýtgeşmeleri diske ýazmalymy?
- * If the last letter of the string %1 ends with any of these vowel letters like “a,o,u,y” then it will be only %1+a. E.g. Üýtgeşmeleri bukja ýazmalymy?
- * If the last letter of the string %1 is ends with any of these vowel letters like “ä,ö,ü,i,e” these letters then it will be %1+ä. E.g. könä

Error Messages

What Is An Error Message?

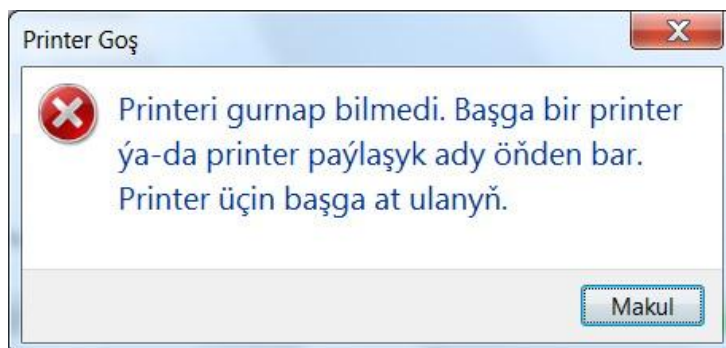
Here are some examples:

Gysylan bukja boş.



Faýllary giňeltmezden öň bu gysylan
bukja göçüriň.

Bu ussady ýapmak üçin Tamamla basyň.

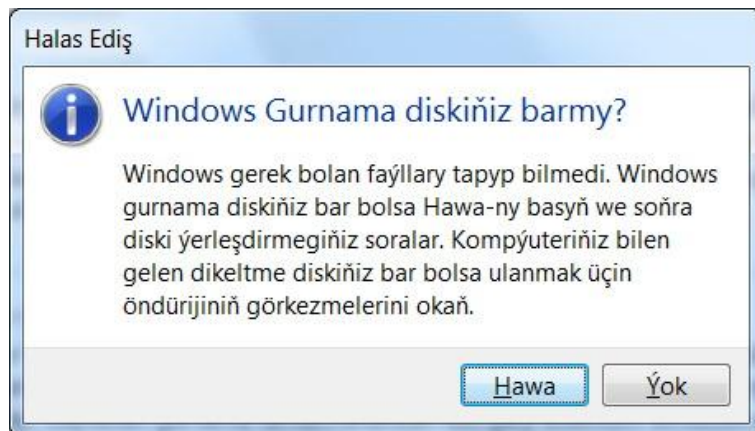


Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.

Turkmen 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 Phrases in Error Messages



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

Error messages written in US-English are occasionally inconsistent. As you localize the software into Turkmen, you should ensure that you use a standard phrase for error messages that have the same meaning and purpose in the US-English version.

The following table provides US-English examples of inconsistent error messages and their corresponding, standardized Turkmen:

English phrase	English example	Turkmen phrase	Turkmen example
Cannot Could not	File could not be found File cannot be found	Verb+mady/medi*	(+) Faýl tapylmady
Failed to ... Failure of ...	Failed to connect Failure to connect	Verb+yp/ip bilmedi**	(+) Baglanyp bilmedi
Cannot find ... Could not find ... Unable to find ... Unable to locate ...	Cannot find driver software Could not find driver software Unable to find driver software Unable to locate driver software	... tapylmady	(+) Programma üpjünçiliginiň draýweri tapylmady
	Not enough memory Insufficient memory There is not enough memory There is not enough memory available		(+) Ýeterlik ýat ýok
... is not available ... is unavailable	The command is not		(+) Buýruk elýeterli däl

English phrase	English example	Turkmen phrase	Turkmen example
	available The command is unavailable	... elýeterli däl	

* Usage of **verb+mady/medi**:

- 1) If the last syllable of a verb is one of “a, o, u, y” letters then it will be **verb+mady**. E.g. *tapylmady*
- 2) If the last syllable of the verb is one of “ä, e, i, ö, ü” letters then it will be **verb+medi**. E.g. *baglanyp bilmedi*.

** Usage of **verb+yp/ip** bilmedi:

- 1) If the the last syllable of a verb is one of “a, o, u, y” letters then it will be **verb+yp/ip bilmedi**. E.g. *baglanyp bilmedi*.
- 2) If the last syllable of the verb is one of “ä, e, i, ö, ü” letters then it will be **verb+yp/ip bilmedi**. E.g. *iberip bilmedi*.

Note: The letters above written in red are one syllable.

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:

Error messages contain placeholder text that will be filled in by the operating system when the message is shown to users. The following table provides examples of error messages with placeholder text, and the final error messages that users will see:

Placeholders in English error messages	Final error message text that users will see	Placeholders in Turkmen error messages	Final error message text that users will see
%d minute(s) remaining	3 minute(s) remaining	%d minut galdy	(+) 3 minut galdy
Dialing %s...	Dialing business phone	%s+a/ä/e jaň edýar*	(+) Iş telefonyna jaň edýär
The disk in drive %c: cannot be formatted.	The disk in drive C: cannot be formatted.	%c sürüjisindäki disk: formatlap bolanok.	(+) C sürüjisindäki disk: formatlap bolanok.

When localizing error messages containing placeholders, find out what text will replace the placeholder when the user sees the error message. This process is necessary because you must ensure the resulting sentence will be

grammatically correct when the placeholder is replaced with a word or phrase. Most source strings have instructions that detail what text will replace the placeholder.

In the English source string, placeholders are found in the position where they would naturally occur in that language. Since in English numerals typically precede the noun, the numeral placeholders typically precede the noun in the source strings. See examples below:

English examples	Turkmen examples
in %d days	(+) %d günde
%d minutes	(+) % minut

The letters and symbols used in placeholder text convey a specific meaning. Please refer to the following table for examples of placeholder text and corresponding error message text that users will see.

Placeholder text	Error message text that users will see	Placeholder text	Error message text that users will see
%d, %ld, %u, and %lu	Number (such as 3 or 512)	%d, %ld, %u, we %lu	Sanlar (3 ýa 513 ýaly)
%c	Letter (such as “f” or “s”)	%c	Harp (“f” ýa “s” ýaly)
%s	String (such as “Click here to continue.”)	%s	Setir (“Dowam etmek üçin şu ýere basyň.” ýaly)
“Checking Web %1!d! of %2!d!”	“Checking Web <number> of <number>”	“%1!d!-nj(y)i toruň %2!d!-syny/sini barlaýar” *	“<number>-nj(y)i toruň <number>-jysyny/jisini barlaýar”
“INI file “%1!-.200s!” section”	“INI file “<string>” section”	“INI faýl “%1!-.200s!” bölümi ”	“INI faýl “<string>” bölümi”

If your language has agreement between adjectives and nouns, and the noun is a placeholder, it can be important to know what exact string will be in the placeholder, so that a preceding adjective can be inflected accordingly. The wording of most source strings has already been adjusted to avoid such localization issues and a syntactic construction has been chosen in which a placeholder is not modified by an adjective. However, be mindful of such issues when localizing software. In some languages there is also agreement between a noun subject and the verb. If your language has syntactic agreement, try to reword the translation to avoid a potentially ungrammatical sentence.

English example	Message User will see	Turkmen example	Message User will see
Replace invalid %s?	Replace invalid data? Replace invalid file?	Ýalňys %s+(n)y/i* çalyşmalymy?	(+) Ýalňys maglumady çalyşmalymy? (+) Ýalňys faýly çalyşmalymy?
%s already exists	File already exists Name already exists	%s öňden bar	(+) Faýl öňden bar. (+) At öňden bar.
%s is now set as your personal contact.	Regina is now set as your personal contact Mr. Kim is now set as your personal contact	%s häzir şahsy kontaktyňyzy düziň.	(+) Regina häzir şahsy kontaktyňyzy düziň (+) Jenap Kim häzir şahsy kontaktyňyzy düziň
%s stopped working and was closed	The application stopped working and was closed The program stopped working and was closed	%s işlemesini goýdy we ýapyldy	(+) Goşmaça işlemesini goýdy we ýapyldy. (+) Programma işlemesini goýdy we ýapyldy.

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).

Access Keys/Hot keys

<u>Q</u> ýnat/Sägin	Ctrl+P
<u>D</u> uruz	Ctrl+S
<u>Q</u> ýnama tizligi	▶
<u>D</u> VD, VCD ýa-da CD audio	
<u>Q</u> ňki	Ctrl+B
<u>I</u> ndiki	Ctrl+F
<u>I</u> äzeden sara	Ctrl+Shift+B
<u>Ç</u> alt sara	Ctrl+Shift+F
<u>I</u> tötänlikde oýnat	Ctrl+H
<u>G</u> aýtala	Ctrl+T
Audio we dil ýodajyklary	▶
Aýdym sözleri, atlar we sözbaşylar	▶
<u>B</u> atlylyk	▶
<u>Ç</u> ykar	Ctrl+J

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

The following table lists special options for hot keys in US-English interfaces and describes whether each option is allowed in Turkmen:

Hot key special options	Usage: is it allowed?	Notes
"Slim characters", such as <i>i, l, t, r, f</i> can be used as hot key Example: <i>Opt<u>i</u>on</i>	Yes	(+) <u>F</u> aýl bukjalarynda ulgam faýllaryny gözlände indeks ulanma (+) <u>T</u> äze oýun
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys Note that it can be difficult to see the hotkey underline for these characters Example: <i>Opt<u>i</u>on</i>	No	Because it is difficult to see the hotkey underline for these characters

Hot key special options	Usage: is it allowed?	Notes
Extended characters can be used as hotkeys Example: <i>Opti^ón</i>	Yes	Example: <i>Görkeziş</i>
An additional letter, appearing (between brackets or not) after item name, can be used as hotkeys Example: <i>Option <u>w</u> / Option (<u>w</u>)</i>	No	
A number, appearing (between brackets or not) after item name, can be used as hotkey Example: <i>Option <u>3</u> / Option (<u>3</u>)</i>	No	
A punctuation sign, appearing (between brackets or not) after item name, can be used as hotkey Example: <i>Option <u>></u> / Option (<u>></u>)</i>	No	

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	Turkmen Command	Turkmen Shortcut key
General Windows Shortcut keys			
Help window	F1	Kömek penjiresi	F1
Context-sensitive Help	Shift+F1	Değişli manydaky kömek	SHIFT+F1
Display pop-up menu	Shift+F10	Açylýan menýuny görkez	SHIFT+F10
Cancel	Esc	Bes et	ESC
Activate\Deactivate menu bar mode	F10	Menýu çybygy usulyny işe giriz/goýbolsun et	F10
Switch to the next primary application	Alt+Tab	İndiki esasy ýerine ýetirilişe geç	ALT+TAB
Display next window	Alt+Esc	İndiki penjiräni görkez	ALT+ESC
Display pop-up menu for the window	Alt+Spacebar	Penjire üçin açylýan menýuny görkez	ALT+ПРОБЕЛ
Display pop-up menu for the active child window	Alt+-	Şu wagtky açyk kiçi penjire üçin açylýan menýuny görkez	ALT+-
Display property sheet for current selection	Alt+Enter	Saýlanan üçin häsiyetnama sahypasyny görkez	ALT+BБOД
Close active application window	Alt+F4	Şu wagtky açyk ýerine ýetiriş penjiresini ýap	ALT+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Ýerine ýetiriş içindäki indiki penjirä geç (usulsyz hem ulanyp bolýar)	ALT+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Şu wagtky açyk penjiräniň görnüşini Klipborda göçür	ALT+PRNT SCRΝ
Capture desktop image to the Clipboard	Prnt Scrn	Ekrandaky görnüşü ýatda saklap, Klipborda geçir	PRNT SCRΝ
Access Start button in taskbar	Ctrl+Esc	Tabşyryk çybygyndaky Başla düwmesine bar	CTRL+ESC
Display next child window	Ctrl+F6	İndiki kiçi penjiräni görkez	CTRL+F6
Display next tabbed	Ctrl+Tab	İndiki goşmaça goýlanlar panelini	CTRL+TAB

US Command	US English Shortcut Key	Turkmen Command	Turkmen Shortcut key
pane		görkez	
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Tabşyryk Dolandyryjysyny we ulgamy başladyjyny işe giriz	CTRL+SHIFT+ESC
File Menu			
File New	Ctrl+N	Täze faýl	CTRL+N
File Open	Ctrl+O	Faýly aç	CTRL+O
File Close	Ctrl+F4	Faýly ýap	CTRL+F4
File Save	Ctrl+S	Faýly ýatda sakla	CTRL+S
File Save as	F12	Faýly şu görnüşde ýatda sakla:	F12
File Print Preview	Ctrl+F2	Faýly çap etmezden	CTRL+F2
File Print	Ctrl+P	Faýly çap et	CTRL+P
File Exit	Alt+F4	Faýldan çyk	ALT+F4
Edit Menu			
Edit Undo	Ctrl+Z	Yza gaýtarylany düzelt	CTRL+Z
Edit Repeat	Ctrl+Y	Gaýtalanany düzelt	CTRL+Y
Edit Cut	Ctrl+X	Kesileni düzelt	CTRL+X
Edit Copy	Ctrl+C	Göçürileni düzelt	CTRL+C
Edit Paste	Ctrl+V	Ýelmeneni düzelt	CTRL+V
Edit Delete	Ctrl+Backspace	Pozulany düzelt	CTRL+BACKSPACE
Edit Select All	Ctrl+A	Hemmesi saýlanany düzelt	CTRL+A
Edit Find	Ctrl+F	Tapyp düzelt	CTRL+F
Edit Replace	Ctrl+H	Ýerini çalyşmagy düzelt	CTRL+H
Edit Go To	Ctrl+B	Git buýrugyny düzelt	CTRL+B
Help Menu			
Help	F1	Kömek	F1
Font Format			
Italic	Ctrl+I	Gytak	CTRL+I

US Command	US English Shortcut Key	Turkmen Command	Turkmen Shortcut key
Bold	Ctrl+G	Goýy	CTRL+G
Underlined\Word underline	Ctrl+U	Aşagy çyzylan\Word aşagyny çyzmak	CTRL+U
Large caps	Ctrl+Shift+A	Uly harplar	CTRL+SHIFT+A
Small caps	Ctrl+Shift+K	Kiçi harplar	CTRL+SHIFT+K
Paragraph Format			
Centered	Ctrl+E	Merkezde	CTRL+E
Left aligned	Ctrl+L	Çepe düzülen	CTRL+L
Right aligned	Ctrl+R	Saga düzülen	CTRL+R
Justified	Ctrl+J	Deñlenen	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 ...". Titles should convey as much information as possible about the ensuing text to help readers locate information quickly. If in English the title begins with a gerund, try to use a nominalized form in Turkmen.

English example	Turkmen example
Sending a file	(+) Faýly ugratmak
Using Styles	(+) Stilleri ulanmak

In English headings, all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions (such as "that," "until," and "which") are capitalized. Please do not apply the same principle to Turkmen headings. Instead, follow the normal Turkmen capitalization rules. The same rule applies to software strings.

In Turkmen headings, product names, acronyms, trademarks are also capitalized.

English example	Turkmen example
Switching Between Windows	(+) Penjireleri öz aralarynda geçirmek

Whenever possible, titles of lists and tables should consist of one or two words, preferably active nouns. They should be concise, even if the original heading uses a longer phrase.

US heading	Turkmen heading
In order to	(+) Görä
Do this	(+) Şuny et
How to use	(+) Ulanmaklygyň usuly
First do this	(+) Ilki şuny et
Then do this	(+) Soňra şuny et
How to:	(+) Nätmeli:
Walkthrough	(+) Düyýp-barlag

Copyright

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The following translations must be used:

English text	Turkmen translation
Copyright	(+) Awtorlyk hukugy
All rights reserved	(+) Ähli hukuklary goralýar
Microsoft Corporation	(+) Maýkrosoft korporasiýasy