

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This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.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

Продуктуну активдештирүү – бул жөнөкөй, кошумча жабдууну же жардамчы каражаттарды талап кылбаган программалык процесс. Активдештирүү процессине эң керектүү нерсе – ошол программада түзүлүүчү орнотуу идентификатору. Активдештирүүдө чогултулган маалыматтар, колдонуучуну аныктоо үчүн колдонулбайт.

Интернет аркылуу продукту активдештирүү бир минутадан кем эмес убакытты талап кылат. Активдештирүү процессинин негизги бөлүмү, колдонуучунун кийлигишүүсү жок эле, продуктунун өзү аркылуу аткарылат. Эгерде продуктуну телефон аркылуу активдештирүү керек болсо, жергиликтүү Майкрософттун продуктуларын активдештирүү борбору менен байланышыңыз.

Активдештирүүгө дүкөндөрдөн алынган же жаңы компьютер менен кошо алынып келүүчү ЭТЖТ программалык камсыздоо тийиштүү болот. Жогоруда айтылгандай, продуктуну активдештирүү жөнөкөй жана продукту менен иштөө убактысында бир гана жолу аткарылат. Бирок, продукт орнотулган компьютердин конфигурациясын башка компьютерге көчүрүүдө же маанилүү өзгөрүүлөрдү киргизүүдө, кээ бир программалык продуктарды кайра активдештирүү талап кылынат.

Эскертүү. Эсептөө техникасы менен жабдып туруучулар (ЭТЖТ) программалык камсыздоону кардарга жеткирээрден мурун активдештире алышат.

Майкрософт продуктуларын активдештирүүнүн ыңгайлуулуктары, орнотуудан кийин милдеттүү түрдө активдештирилбегендигинде. Активдештирүүдөн мурда Майкрософт Office'тин продуктуларын 50 жолу жүргүзсө болот. Microsoft Windows системасын колдонулган убакыттан баштап, 30 күнгө чейин активдештирсе болот.

Кошумча маалыматтарды алуу үчүн, төмөнкү дарекке кайрылыңыз:

Кыргыз Республикасы

720000

г. Бишкек

ул. Бөкөнбаев 307

ООО «Майкрософт Кыргыз»

Кошумча маалымат алуу үчүн:

+996 312 48-80-46, +996 552 44-40-48

Бейшемби, 17-март 2011 ж., саат 15:00:12 түзүлдү.

Recommended Reference Material

Use the Kyrgyz 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.

- Положение «Порядок использования кыргызского языка в информационно-коммуникационных технологиях». – ПРООН, Бишкек, 2004
- Х.К.Карасаев. Кыргыз тилинин орфографиялык сөздүгү. Бишкек, 2009. ISBN 978-9967-14067-7
- Киргизско-русский словарь. В двух книгах. Около 40000 слов./Сост. К.К.Юдахин. – Фрунзе, 1985. ББК 81.2Ки-4+81.2Р-4
- Русско-киргизский словарь. Около 51000 слов. Под ред. К.К.Юдахина. – Фрунзе, 1957.
- Мамлекеттик тил боюнча расмий материалдардын жыйнагы (2004-жыл)./Сборник официальных материалов по государственному языку (2004 год). Бишкек, 2004.

Informative References

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

- Асанов Э.Д. Компьютеризация кыргызского языка. – Бишкек, 2006.

Language Specific Conventions

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

Country/Region Standards

Characters

Country/region	Kyrgyzstan																																		
Lower-case characters	а, б, в, г, д, е, ё, ж, з, и, й, к, л, м, н, ң, о, ө, п, р, с, т, у, ү, ф, х, ц, ч, ш, щ, ъ, ы, ь, э, ю, я																																		
Upper-case characters	А, Б, В, Г, Д, Е, Ё, Ж, З, И, Й, К, Л, М, Н, Ң, О, Ө, П, Р, С, Т, У, Ү, Ф, Х, Ц, Ч, Ш, Щ, Ъ, Ы, Ь, Э, Ю, Я																																		
Characters in caseless scripts	n/a																																		
Extended Latin characters	n/a																																		
Note on alphabetical order	Alphabetical order is not necessarily indicative of sorting order.																																		
Total number of characters	36																																		
Unicode codes	<table><tr><td>А</td><td>0410;</td></tr><tr><td>а</td><td>0430</td></tr><tr><td>Б</td><td>0411</td></tr><tr><td>б</td><td>0431</td></tr><tr><td>В</td><td>0412</td></tr><tr><td>в</td><td>0432</td></tr><tr><td>Г</td><td>0413</td></tr><tr><td>г</td><td>0433</td></tr><tr><td>Д</td><td>0414</td></tr><tr><td>д</td><td>0434</td></tr><tr><td>Е</td><td>0415</td></tr><tr><td>е</td><td>0435</td></tr><tr><td>Ё</td><td>0401</td></tr><tr><td>ё</td><td>0451</td></tr><tr><td>Ж</td><td>0416</td></tr><tr><td>ж</td><td>0436</td></tr><tr><td>З</td><td>0417</td></tr></table>	А	0410;	а	0430	Б	0411	б	0431	В	0412	в	0432	Г	0413	г	0433	Д	0414	д	0434	Е	0415	е	0435	Ё	0401	ё	0451	Ж	0416	ж	0436	З	0417
А	0410;																																		
а	0430																																		
Б	0411																																		
б	0431																																		
В	0412																																		
в	0432																																		
Г	0413																																		
г	0433																																		
Д	0414																																		
д	0434																																		
Е	0415																																		
е	0435																																		
Ё	0401																																		
ё	0451																																		
Ж	0416																																		
ж	0436																																		
З	0417																																		

Country/region	Kyrgyzstan	
	з	0437
	И	0418
	и	0438
	Й	0419
	й	0439
	К	041A
	к	043A
	Л	041B
	л	043B
	М	041C
	м	043C
	Н	041D
	н	043D
	Ң	04A2
	ң	04A3
	О	041E
	о	043E
	Ө	04E8
	ө	04E9
	П	041F
	п	043F
	Р	0420
	р	0440
	С	0421
	с	0441
	Т	0422
	т	0442
	У	0423
	у	0443
	Ү	04AE
	ү	04AF
	Ф	0424
	ф	0444
	Х	0425

Country/region	Kyrgyzstan
	<p>х 0445</p> <p>Ц 0426</p> <p>ц 0446</p> <p>Ч 0427</p> <p>ч 0447</p> <p>Ш 0428</p> <p>ш 0448</p> <p>Щ 0429</p> <p>щ 0449</p> <p>Ъ 042A</p>
Notes	<p>In Microsoft Kyrgyz translations, Kyrgyz letters "ү", "ө", "ң" are used only when it is required by rules of Kyrgyz language (Кыргыз тилинин орфографиясы):</p> <ol style="list-style-type: none"> 1) To clarify the reading of rare words: река Соң Көл 2) Letters Ц, Щ and Ъ, Ь are used in official language and in writing words? Which came from another languages. 3) In materials targeted at primary/secondary school students and reference materials, such as dictionaries. Thus, letters "ү", "ө", "ң" should be used in Class Server, eLearning and other Microsoft products/materials that are targeted to/may be used in schools.

Date

Country/region	Kyrgyzstan
Calendar/Era	Gregorian calendar (григорианский календарь)
First Day of the Week	Дүйшөмбү (Monday)
First Week of the Year	First week in the calendar 1 st of January
Separator	. (a period)
Default Short Date Format	dd.MM.yy
Example	17.03.11
Default Long Date Format	d-MMMM yyyy-ж. where 'ж.' is the abbreviation for "year" in Kyrgyz ("жыл"). It should follow the year number after a space.
Example	17-март 2011-ж

Country/region	Kyrgyzstan
Additional Short Date Format 1	dd-MMM yy - medium data format - Excel, Access
Example	17-mar 11
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	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	n/a
Number of digits for year for Long Day Format	4
Date Format for Correspondence	dd.MM.yyyy
Example	17.03.2011
Notes	n/a

Country/region	Kyrgyzstan
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	Kyrgyzstan
24 hour format	Yes
Standard time format	hh:mm:ss
Standard time format example	09:20:31
Time separator	Colon (:)
Time separator examples	09:20:31
Hours leading zero	Yes
Hours leading zero example	09:20:31
String for AM designator	n/a
String for PM designator	n/a
Notes	Milliseconds are separated by a comma: 03:24:12,09

Days

Country/region: Kyrgyzstan

Day	Normal Form	Abbreviation
Monday	Дүйшөмбү	Дш
Tuesday	Шейшемби	Шш
Wednesday	Шаршемби	Шр
Thursday	Бейшемби	Бш
Friday	Жума	Жм

Day	Normal Form	Abbreviation
Saturday	Ишемби	Иш
Sunday	Жекшемби	ЖК

First Day of Week: Дүйшөмбү (Monday)

Is first letter capitalized?: No

Notes: The day names are capitalized when they are used in the calendar and separately, but if they are coming in the middle of the sentence they are not capitalized.

Months

Country/region: Kyrgyzstan

Month	Full Form	Abbreviated Form	Long Date Form
January	Kyrgyz traditional: бирдин айы Kyrgyz standard (for use in ICT): январь	янв	январь
February	Kyrgyz traditional: жалган куран Kyrgyz standard (for use in ICT): февраль	фев	февраль
March	Kyrgyz traditional: чын куран Kyrgyz standard (for use in ICT): март	мар	март
April	Kyrgyz traditional: бугу Kyrgyz standard (for use in ICT): апрель	апр	апрель
May	Kyrgyz traditional: кулжа Kyrgyz standard (for use in ICT): май	май	май
June	Kyrgyz traditional: теке Kyrgyz standard (for use in ICT): июнь	июн	июнь
July	Kyrgyz traditional: баш оона Kyrgyz standard (for use in ICT): июль	июл	июль
August	Kyrgyz traditional: аяк оона Kyrgyz standard (for use in ICT): август	авг	август
September	Kyrgyz traditional: тогуздун айы Kyrgyz standard (for use in ICT): сентябрь	сен	сентябрь
October	Kyrgyz traditional: жетинин айы Kyrgyz standard (for use in ICT): октябрь	окт	октябрь

Month	Full Form	Abbreviated Form	Long Date Form
November	Kyrgyz traditional: бештин айы Kyrgyz standard (for use in ICT): ноябрь	ноя	ноябрь
December	Kyrgyz traditional: үчтүн айы Kyrgyz standard (for use in ICT): декабрь	дек	декабрь

Is first letter capitalized?: No

Notes:

- The month names are capitalized when they are used in the calendar and separately, but if they are coming in the middle of the sentence they are not capitalized.
- Month names in the Long Date Format list are listed in the form that should be used together with the date and dash between date and month: January, 12 should be 12-январь. Full month name would be январь though (observe different ending) - listed in the Full Form list.

Numbers

Phone Numbers

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Kyrgyzstan	+996	Yes	3; 4;5	hyphen	8; 9; 10	(###) #####; (####) #####
Country/ region	Number of Digits – Local	Digit Groupings – Local	Number of Digits – Mobile	Digit Groupings – Mobile	Number of Digits – International	Digit Groupings – International
Kyrgyzstan	5; 6;7	###-##-## ##-##-## #-##-##	9	(###) ## ## ##; (###) ### ###	10; 11; 12; 14 (E.g. for Kazakhstan it would be 11)	(+996-###) #####; (+996-####) #####; (+996-###) ### ##; (+996-####) ## ##; (+996-###) ## ## ##

Notes:

- The maximum length of a local phone number (used within the city) is 6 digits; depending on the size of the city it can be of 5 or 6 digits (the smaller is the city, the less digits has the phone number). The minimum length of area code is 3 digits, depending on the size of the city it can be of 4 or 5 digits (the smaller is the city, the longer is the area code).

- Mobile phone numbers always have so called 'federal format' number which is always in +996 (###) ###-##-## format. When dialed from within Russia +7 might be replaced with 8. That is why sometimes +996 (###) ###-##-## numbers are written as 8 (###) ###-##-##. Mobile phone numbers also might or might not have associated number in 'domestic format' (e.g. the same format of numbers as fixed phones have); in that case mobile phone number will have the same format (and dialing rules) as fixed phone numbers.

Addresses

Country/region: Kyrgyzstan

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

Address Format:

1. [Country]
2. Postal code
3. City
4. Address: name of the street, house number, apartment number
5. [Company]
6. [Title/Honorific] LastName FirstName [MiddleName]

Example Address:

Кыргыз Республикасы

720000

Бишкек шаары

Ала Тоо көч. ү.307, кв. 2

ОСОО "Макрософт Кыргыз"

Асанов А. А.

Notes:

- Sometimes first name and Middle name are abbreviated when used, e.g. Асанов А.А. instead of writing Асанов Азамат Асанович
- The words "шаар" (city), "үй" (house), "квартира" (apartment), "корпус" (building), "курулуш" (building), etc. are always abbreviated (ш., ү., кв., к. жана кур. respectively)
- Items in brackets are optional
- "Street" might be көчө, проспект, переулок, шоссе or тупик, etc.
- "City" might be шаар, "село" айыл, etc.
- "State/region" might be республика, аймак, область, район
- Country should be included in international addresses only
- This address format is the official one approved and used by the Kyrgyz post (Кыргыз почтасы).

Currency

Country/region	Kyrgyzstan
Currency Name	COM
Currency Symbol	COM
Currency Symbol Position	The currency is always displayed after the amount; there is always a space between amount and currency
Positive Currency Format	123 456,15 COM
Negative Sign Symbol	- (minus symbol) there should be no space between a minus symbol and amount
Negative Currency Format	-123 456,15 COM
Decimal Symbol	, (comma)
Number of Digits after Decimal	2
Digit Grouping Symbol	space
Number of Digits in Digit Grouping	3
Positive Currency Example	123 456 789,00 COM
Negative Currency Example	-123 456 789,00 COM
ISO Currency Code	SOM
Currency Subunit Name	Түйүн- тыйын
Currency Subunit Symbol	тый.
Currency Subunit Example	50 тый.

Digit Groups

Country/region: Kyrgyzstan

Decimal Separator: ,

Decimal Separator Description: Comma

Decimal Separator Example: 123,45; 231 123,45 COM

Thousand Separator: Space

Thousand Separator Description: Space

Thousand Separator Example: 231 123,45 COM

Notes:

- Period is used in product versions only. Example: MS-DOS 6.22; Windows 3.11
- It is acceptable to omit thousand separator (space) for numbers with 4 digits in their integer part.
- Numbers not in regular text may or may not have thousand separators. For examples, values in Excel do not have thousand separators.

Measurement Units**Metric System Commonly Used?:** Yes**Temperature:** Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	километр	км
	Meter	метр	м
	Decimeter	дециметр	дм
	Centimeter	сантиметр	см
	Millimeter	миллиметр	мм
Capacity	Hectoliter	гектолитр	гл
	Liter	литр	л
	Deciliter	децилитр	дл
	Centiliter	сантилитр	сл
	Milliliter	миллилитр	мл
Mass	Ton	тонна	т
	Kilogram	килограмм	кг
	Pound	фунт	ф
	Gram	грамм	г
	Decigram	дециграмм	дг
	Centigram	сантиграмм	сг
	Milligram	миллиграмм	мг
English Units of Measurement	Inch	дюйм	"
	Feet	фут	фт.
	Mile	миля	n/a

Category	English	Translation	Abbreviation
	Gallon	галлон	n/a

Notes: Please use the quotation mark instead of the word дюйм for inches only when it is technically impossible to use the full variant (for example, when there are length restrictions or the English source string with the " sign to denote inches is locked).

Percentages

The percent sign (%) in documentation (including online documents) should be separated from the number with a non-breaking space: 10 %. The space is not used in adjectives that are derived from the word процент: 100%

The space before the percent sign is not used in software and in references to the user interface in documentation.

Sorting

Sorting rules	<p>1. The order of sorting Kyrgyz characters is as follows: special characters, digits, Kyrgyz letters, English letters. International characters are alphabetized with the English equivalent.</p> <p>2. Capital letters and lowercase letters are equal. No distinction is made between them. If two words are the same except that one of them starts with a capital letter and the other with a lowercase one, the word with the capital letter comes first (e.g. Ысык Көл — the name of the lake — will precede the word Ысык – warm, and Көл - lake).</p> <p>3. The letters E (e) and Ё (ё) are regarded as the same while sorting; for example: Ель, ёмкость</p> <p>If the words differ only with respect to the e/ё letters, the one with e goes first; e.g. Лет, лёт</p> <p>4. Other accented characters are equal with non-accented characters; so é and e are equal.</p> <p>5. Non-alphabetical characters (i.e. symbols like @ ! #) sort before the letters of the alphabet.</p> <p>6. Digits sort after the non-alphabetical characters and before the letters of the alphabet.</p>
Character sorting order	<p>A (0410) а (0430) Б (0411) б (0431) В (0412) в (0432) Г (0413) г (0433) Д (0414) д (0434) Е (0415) е (0435) Ё (0401) ё (0451) Ж (0416) ж (0436) З (0417) з (0437) И (0418) и (0438) Й (0419) й (0439) К (041A) к (043A) Л (041B) л (043B) М (041C) м (043C) Н (041D) н (043D) Ң (04A2) ң (04A3) О (041E) о (043E) Ө (04E8) ө (04E9) П (041F) п (043F) Р (0420) р (0440) С (0421) с (0441) Т (0422) т (0442) У (0423) у (0443) Ү (04AE) ү (04AF) Ф (0424) ф (0444) Х (0425) х (0445) Ц (0426) ц (0446) Ч (0427) ч (0447) Ш (0428) ш (0448) Щ (0429) щ (0449) Ъ (042A) ъ (044A) Ы (042B) ы (044B) Ь (042C) ь (044C) Э (042D) э (044D) Ю (042E) ю (044E) Я (042F) я (044F)</p>
Examples of sorted words	<p>@</p> <p>1</p>

аман	
аралашуу	
ата	
бакыт	
бала	
билимдүү	
гүл	
даана	
ден	соолук
дуба	
дүйнө	
жайлуу	
жакшылык	
жер	
жумуш	
жылкы	
заар	
заман	
зергер	
ийгилик	
ириң	
каалоо	
керемет	
китеп	
күн	
кымыз	
лакап	
маданият	
мектеп	
нан	
от	
өмүр	
пахта	
расмий	
сан	
суу	
сулуу	
сүйлөө	
табият	
той	
тыбыш	

	узак
	уя
	үгүт
	үлгү
	шакек
	шарт
	ыңгайлуу
	ырахат
	эл

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 Kyrgyz list for every release of your product.

Grammar, Syntax & Orthographic Conventions

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

Adjectives

Possessive adjectives

The frequent use of possessives is a feature of English language. In Kyrgyz, possessive adjectives are translated as pronouns. And sometimes possessive adjective in translations omitted, because it is enough understandable for Kyrgyz user due to the possessive affix (-ңыз, -ым) at the end of the noun. In the middle of sentences possessive pronouns are not capitalized.

English example	Kyrgyz example
Please open My computer	(+) Компьютер имди ачыңыз
Do you want your application to close?	(+) Колдонмон узду жабууну каалайсызбы?

Articles

This section does not apply to Kyrgyz.

Capitalization

What to capitalize?

- Only the first letter of the user's names interface elements (commands, menus, dialog box titles), program names, etc. is capitalized, e.g. **Таблица бийиктиги жана эни**
- When referred to, names of UI elements should always have bold or italic formatting or, if that is not possible, enclosed in quotes with an appropriate preceding descriptor.
- Acronyms
- Proper names
- There are several names in which all words are capitalized: country and state names (Кыргыз Республикасы, Америка Кошмо Штаттары),
- The word «Интернет» is capitalized in Kyrgyz, when it's an independent word

Do not capitalize

- Names of week days
- Months
- Nationalities
- Language names

Note: Capitalization of source term doesn't necessarily mean that this term have to be capitalized in Kyrgyz.

Here are some frequently occurring cases when you will not capitalize in Kyrgyz(if it is in the middle of sentence):

Rule	Example
Term "web" is not capitalized	(+) веб-баракты колдонуңуз (-) Веб-баракты колдонбоңуз
Names of modes, wizards, etc. are not capitalized when referred to descriptively	(+) окуу үчүн гана режиминен чыгуу (-) Окуу үчүн гана режиминен чыгуу
Contrary to English names of days, months, languages, nationalities, also adjectives derived from country names are not capitalized	(+) шейшемби, май, кыргыз, кыргыз тили япон компьютери (-) Шейшемби, Май, Кыргыз, Кыргыз тили Япон компьютери
In names consisting of several word only the first one is capitalized	(+) Байланыш диспетчери (-) Байланыш Диспетчери
Word "chapter" (and other structure units) is not capitalized	(+) Кошумча маалыматты 25 бөлүмдөн караңыз. (-) Кошумча маалыматты 25 бөлүмдөн караңыз
The word "Internet" in compound words is not capitalized	(+) интернет-коому, интернет-дүкөн (-) Интернет-Коом, Интернет-Дүкөн

The word веб can only be used in compound words: веб-барак. In simple words substitute it with Интернет:

(+) Интернеттен издөө

(-) Вебден издөө

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.

English examples	Kyrgyz example
Internet Accounts	(+) Интернет каттоо жазуулары
Workgroup Administrator	(+) Жумушчу топ жетекчиси
Internet News Server Name	(+) Интернет серверинин жаңы аты
Website	(+) Веб- түйүн

Gender

This section does not apply to Kyrgyz

Genitive

Microsoft product names are usually trademarked and remain unlocalized. 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
- Modifiers

According to rules of Product and Feature names for Windows Live some names of trade marks and Microsoft products do not translated, to give adequate translation in Kyrgyz translations, we decided to use English apostrophe (') sign to add suffixes to the untranslated stem.

Examples (+): Messenger'деги достор - Friends in Messsenger

Windows Live'ке сактоо - To save in Windows Live

Modifiers

This section does not apply to Kyrgyz.

Nouns

Inflection

All program components and applications such as wizards, agents, clients, browsers, etc. should be treated as unanimated nouns in all Kyrgyz Microsoft materials.

Example: орнотуу чебери (эмне?), байланыш (эмне?) түзүү

(-) чеберди (эмнени?)орнотуу, байланышты (эмнени?) түзүү

Affixation

In order to solve some translation problems, especially, problems of untranslated trade marks, product names, with the specialists recommendation from Microsot, (') sign is used to add appropriate suffix to the English trade marks, product.

Example: The operation you selected will not complete until you restart Microsoft Outlook.

Майкрософт Outlook'ту кайра баштамайын, белгилеген аракетиниз аягына чыкпайт.

Plural Formation

Please use the following standardized plural forms:

English	Kyrgyz, singular	Kyrgyz, plural
computer, machine	(+) компьютер	(+) компьютерлер
driver	(+) драйвер	(+) драйверлер
server	(+) сервер	(+) серверлер
wizard	(+) чебер	(+) чеберлер

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.

US-English expression	Kyrgyz expression	Comment
move to a new location	(+) жаңы жайгашууга жылдыруу	There are no prepositions in Kyrgyz language. Affixes are used instead of them.
move from a new location	(+) жаңы жайгашуудан жылдыруу	There are no prepositions in Kyrgyz language. Affixes are used instead of them.
update to a newer version	(+) жаңыраак версияга жаңыртуу	There are no prepositions in Kyrgyz language. Affixes are used instead of them.
upgrade to a newer version	(+) жаңыраак версияга өркүндөтүү	There are no prepositions in Kyrgyz language. Affixes are used instead of them.
change to text	(+) текстке өзгөртүү	There are no prepositions in Kyrgyz language. Affixes are used instead of them.
click on button	(+) баскычты баскылоо	There are no prepositions in Kyrgyz language. Affixes are used instead of them.
connect to Internet	(+) Интернетке туташуу	There are no prepositions in Kyrgyz language. Affixes are used instead of them.
welcome to wizard	(+) чеберге кош келиңиз	There are no prepositions in Kyrgyz language. Affixes are used instead of them.

Pronouns

Capitalization of pronouns "сиз", "сиздин", etc.

Pronouns "сиз", "сиздин" are usually not capitalized in the middle of sentences. For example, they should not be capitalized in documentation, software or materials addressed to users in general. They are capitalized in private and business letters addressed to specific people.

Avoiding forms "сиз", "сиздин", etc.

In English "you/your" is used more often than in Kyrgyz. Try to avoid forms "сиз", "сиздин", "сизге", etc. whenever possible. Instead use neutral structures and passive voice.

English example	Kyrgyz example
Use your mouse to draw circles on the page.	(+) Баракка тегеректи тартуу үчүн чычканды колдонуңуз. (-) Баракка тегеректи тартуу үчүн сиздин чычканды колдонуңуз.
You must first select a name in the To or Cc box.	(+) Биринчи "Кимге" же "Көчүрүү".кутусунда атты белгилешиңиз керек. (-) Биринчи "Кимге" же "Көчүрүү".кутусунда атты сиз белгилешиңиз керек.
You cannot select any names now.	(+) Эч бир атты белгилей албайсыз. (-) Эч бир атты сиз белгилей албайсыз.
The settings you changed will not take effect until you restart Microsoft NetMeeting.	(+) Өзгөртүлгөн орнотуулар Microsoft NetMeeting'ди кайра жүргүзгөндөн кийин гана иштейт. (-) Сиз өзгөрткөн орнотуулар сиз Microsoft NetMeeting'ди кайра жүргүзгөндөн кийин гана иштейт.
Would you like to add %s to your SpeedDial list?	(+) Тез чакыргыч тизмесине %s'ти кошууну каалайсызбы? (-) Тез чакыргыч тизмесине сиз %s'ти кошууну каалайсызбы?

When "you/your" is necessary to indicate the direction then you should use it in the translation:

English example	Kyrgyz example
You are about to join a new meeting. You will lose the messages that are currently displayed. Do you want to	(+) Сиз жаңы жолугушууга кошулганы жатасыз. Учурдагы билдирүүлөрүңүз жоголуп кетиши мүмкүн.

save the current messages?	Учурдагы билдирүүлөрүңүздү сактайсызбы?

In Kyrgyz language possessive pronouns indicated not by words, but by joining suffixes to the stem of the word.

Example: Microsoft, Outlook, PowerPoint, SharePoint, Windows, Windows Server, Windows и Office эмблемалары АКШдагы жана башка өлкөлөрдөгү Майкрософттун катталган соода маркалары болуп эсептелет.

Punctuation

Comma

Commas with мисалы

The word мисалы should be used with commas before and after it:

(+) Мисалы, бул уяча беттен алынып калса, ал аткарылбай калышы мүмкүн.

(+) Файлды кысуу аткарылбайт, мисалы, кысылган файлдарды кайра жөнөтүүдө.

If мисалы is used within a parenthetical construction, commas are used as usual:

(+) Кээ бир элементтерди (мисалы, жөнөтүү тизмелерин) vCard'га экспорттоо аткарылбай жатат.

Commas with жарыяланбаган боюнча

The phrase **жарыяланбаган боюнча** should not be used with commas.

Example:

(+) Жарыяланбаган боюнча маани REG_SZ барабар болуп эсептелет.

(-) Жарыяланбаган боюнча,маани REG_SZ барабар болуп эсептелет.

Colon

A colon after alerting words like "Attention", "Warning", "Caution" should be replaced with an exclamation mark.

English example	Kyrgyz example
Warning:	(+) Эскертүү! (-) Эскертүү:

Remember that regular text may not be capitalized after a colon in Kyrgyz. Such capitalization is considered to be a language error. It does not apply to lists and direct speech. If a colon is followed by a new paragraph, it can start with a capital letter.

Dashes and Hyphens

Three different dash characters are used in English and in Kyrgyz:

Hyphen

The hyphen is used to divide words between syllables, to link parts of a compound word, and to connect the parts of an inverted or imperative verb form. In Kyrgyz a hyphen has no spaces before or after and should not be used instead of a dash.

Example:

(+) интернет-дүкөн

En Dash

The en dash is used as a minus sign, usually with spaces before and after. Space is omitted only when the minus is used to show that the number is negative.

Example:

(+) $1 - 2 = -1$

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:

(+) $1 - 2 = -1$

(+) 10–20 беттерди караңыз.

Em Dash

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

Ellipses (Suspension Points)

Keep in mind the following when using ellipses/suspension points: Make sure that there is no space before ellipse.

Example: (+) Алуучулардын тизмесин басып чыгаруу...

Period

At the end of each sentence commonly a period is used.

Note: The Period isn't put in abbreviation of the measurement units.

Example: sm, kg

Please adhere to the following guidelines when determining whether to include a period at the end of a list or table entry:

- If bulleted items are complete sentences: each ends with a period.
- If bulleted items continue an introductory clause: do not use a period.
- For items in a list (chapters, sections, products, system requirements, etc.) that are neither sentences nor continuations of sentences, do not use a period.

- If your translation is longer than the US text, or if you split your translation into several independent sentences, use common sense and insert a period if it improves the Kyrgyz style.
- Never put a period after just one word.

The same convention applies to instruction lists, captions, and callouts.

Quotation Marks

Quotation marks are used when referring to UI items, such as menus and commands, if they do not have special formatting (bold, italic etc).

In the software, in product help and on web-pages use straight quotation marks (same as in English.) DO NOT use single quotation marks.

In the documentation normally chevrons are used, inside chevrons straight quotation marks are used, e.g. «баскыч "Даяр"».

Whenever double quotation marks cannot not be used due to technical reasons, workarounds should be found and used to display double quotation marks ("..." or «») in Kyrgyz version. Examples of such workarounds: using two sequenced single quote characters ('); using code (such as " in HTML) instead of characters.

Parentheses

In Kyrgyz there is no space between the parentheses and the text inside them. The placement of a full stop with the parentheses depends on what they refer to: if they enclose a part of the sentence, the full stop is placed after the closing bracket.

Example:

(+) Улантуу үчүн, «Кийинки» баскычын басыңыз (продукт ачкычы талап кылынышы мүмкүн).

Singular & Plural

Please note that in many English compound nouns and noun phrases the first noun has a singular form, though the plural is meant. Such nouns should be translated using plural forms.

English example	Kyrgyz example
Template wizard	(+) Шаблондор чебери (-) Шаблон чебери

If there is a choice between singular and plural in English, please use plural in translation (unless singular is more likely). Do not add the plural ending in brackets.

English example	Kyrgyz example
Browse to the driver(s), and then click OK	(+) Драйверлерди карап чыгып, жана андан соң

	ОК'ди баскылаңыз (-) Драйвер(лерди) карап чыгып, жана андан соң ОК'ди баскылаңыз
--	--

Split Infinitive

This section does not apply to Kyrgyz.

Subjunctive

This section does not apply to Kyrgyz.

Symbols & Non-Breaking Spaces

- 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

This section does not apply to Kyrgyz

Verbs

Sometimes an English verb can be used as loan word in the target language. Such loan words usually follow the syntactic and morphological rules of the target language. For the sake of exposition, let us assume that the verbs in red below are not translated in Kyrgyz.

English example	Kyrgyz examples	Kyrgyz examples	Kyrgyz examples
format	(+) форматтоо	форматталды	форматталууда

Continuous operations are usually expressed in English with a gerund, which should be translated into Kyrgyz also as a gerund.

English example	Kyrgyz example
Sending a file...	(+) Файлды жөнөтүүдө...
Downloading an application...	(+) Колдонмону жүктөөдө...

Word Order

This section does not apply to Kyrgyz.

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

Do not use colloquial, slang, local, poetic, rare words and expressions or other words and expressions, which do not belong to standard literary language.

Tone

In general please use formal tone, though in online materials the tone can be friendlier.

Voice

In general please use passive voice rather than active voice, even if active voice is used in English.

English example	Kyrgyz example
You are now connected to the Internet.	(+) Интернет туташтырылды. (-) Сиз интернетке туташтыңыз

Localization Guidelines

This section contains guidelines for localization into Kyrgyz.

General Considerations

The localized text should be as if it was originally written in Kyrgyz. It has to be accurate, correct and clear. To achieve that try to avoid wordiness and word-by-word translation.

Accuracy: As a rule all English text needs to be translated. In some cases though, text can be omitted or added; there should be a specific reason for that and you might need to check it with project team. The translated text will correctly reflect product functionality.

Localization: Localization means that the translated text needs to be adapted to the to the local language, customs and localization standards. For example, in many cases you would need to use Kyrgyz names rather than English, e.g. Edward — Азиз, New York — Бишкек. Do not translate every word, but use the style that is natural for Kyrgyz.

Example:

In the message "No connection, thank you" not every word needs to be translated:

(+) Туташуу жок

(-) Туташуу жок, рахмат

Consistency: Please ensure that all terminology is used consistently both within one component and across different components (software, help, documentation). In most cases terminology needs to be consistent also across different products. Moreover please use consistent style and register and translate similar phrases consistently.

Abbreviations

Common Abbreviations

You might need to abbreviate some words in the UI (mainly buttons or options names) due to lack of space or other reasons (such as avoiding grammatically wrong structures). Do not abbreviate words arbitrarily; use only the commonly accepted abbreviations listed below.

List of common abbreviations:

Expression	Acceptable Abbreviation
страница	(+) стр.
рисунок	(+) сүр.
смотрите	(+) кар.

Expression	Acceptable Abbreviation
и так далее	(+) ж.б.
и тому подобное	(+) ж.у.с.
час	(+) с.
минута	(+) мин.
секунда	(+) сек.
год	(+) ж.
месяц	(+) айы.
неделя	(+) жм.
день	(+) к.
килобайт	(+) КБ
мегабайт	(+) МБ
килобит	(+) кбит

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 Kyrgyzstan. Please check with your Microsoft contact and remove these references from Kyrgyz 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 ASAP (As soon as possible), OLE (Object Linking and Embedding), or ОЗУ (оперативдүү эс түзмөгү) or RAM (Random Access Memory).

Localized Acronyms

English acronyms with a well-known Kyrgyz translation should be translated. No ending is added to the acronyms. Here are examples of some established Kyrgyz abbreviations (they can be used without full forms):

English	Kyrgyz	Full translation in Kyrgyz
OS	(+) ОС	Оперативдик система
PC	(+) ПК	Персоналдык компьютер

Unlocalized Acronyms

Acronyms that do not have an established translation will be used as they are in English. The following general rules apply:

- No ending is added to the acronyms.
- The gender of the acronym is determined by the main word in the full translation. When using in text normally use a descriptor word (usually the main word from the translation) to provide for the declination, or otherwise use neutral constructions. Descriptors can be omitted if there are length restrictions (for example in UI) or if the translated text sounds awkward. The descriptor should not be omitted if it is impossible to determine the grammatical form of the acronym (for example, its case) without it.

Post- and Preposition in Complex Words with English Acronyms

Please refer to the following table when translating word combinations that include English acronyms. Translation of such complex words (the position of the acronym before or after the noun, and the presence of a dash) depends on the noun.

Noun	Rule	Example
дарек	with a dash, after the acronym	(+) IP-дарек (+) IPv4-дарек
жаздыруу	with a dash, after the acronym	(+) WINS-жаздыруусу
сурам	with a dash, after the acronym	(+) DHCP-сурамы
аймак	without a dash, after the acronym	(+) DNS аймагы
аты	with a dash, after the acronym	(+) NetBIOS-аты
Кардар (except when used with product names)	with a dash, after the acronym	(+) RAS-кардары, COM-кардары Exception: кардар COM+
Кардар (when used with product names)	without a dash, after the acronym	(+) UNIX кардары
Багыт	with a dash, after the acronym	(+) OSPF-багыты
багыттоочу	with a dash, after the acronym	(+) IP-багытоочусу
модель	without a dash, after the acronym	(+) COM модели
таңгак	with a dash, after the acronym	(+) IP-таңгагы, UDP- таңгагы
протокол	without a dash, протоколу	(+) IP протоколу, DHCP протоколу
тираждоо	without a dash, before the acronym	(+) WINS-тираждоосу, DNS-тираждоосу
сервер (except when used with	with a dash, after the acronym	(+) DHCP-сервери, RAS-

Noun	Rule	Example
product names)		сервери, OLE-сервери
сервер (when used with product names)	without a dash, after the acronym	(+) UNIX сервери, Windows сервер
КЫЗМАТ	without a dash, after the acronym	(+) RAS кызматы, SNMP кызматы
ТОМ	without a dash, before the acronym	(+) том NTFS
файл	with a dash, after the acronym	(+) DOC-файлы, OSDX-файлы

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.

Those product names that are very well localizable or contain a well localizable part are usually localized.

Preposition "for" is always translated in product names, unless the whole product name (including "for") is trademarked or copyrighted. Example: "Word for Windows" is " Windows үчүн Word".

Frequent Errors

This section does not apply to Kyrgyz

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 Kyrgyz

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.

- [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>.

Using the Word Microsoft

Both in English and in Kyrgyz, it is prohibited to use MS as an abbreviation for Microsoft.

Unlocalized product names: The word "Microsoft" is not transliterated in unlocalized product names.

Example: Microsoft Word

Localized product names: In localized product names we do not translate the word "Microsoft" with its software products as: Microsoft Outlook, PowerPoint, SharePoint, Windows, Windows logo, and Windows Server and others.

Referencing Microsoft Corporation in text: The word "Microsoft" is translated as Майкрософт or Майкрософт корпорациясы, when referring to Microsoft Corporation or its products descriptively in text. In this case the descriptor корпорациясы can be omitted for the sake of fluency.

Example: © Майкрософт корпорациясы (Microsoft Corporation), 2011. Бардык укуктар корголгон.

Microsoft Knowledge Base - Майкрософт билим базасы; Microsoft products — Майкрософт продуктулары or Майкрософт камсыз кылуучу продуктулар; Microsoft software — Майкрософт программалык камсыздоосу or Майкрософт программалары.

Legal documents: In the definition section include the following note: Microsoft Corporation (андан кийин «Майкрософт корпорациясы») and use "Майкрософт корпорациясы" in the body of the document.

Copyright notice: See an example of using the word Microsoft in a copyright notice [here](#).

Software Considerations

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

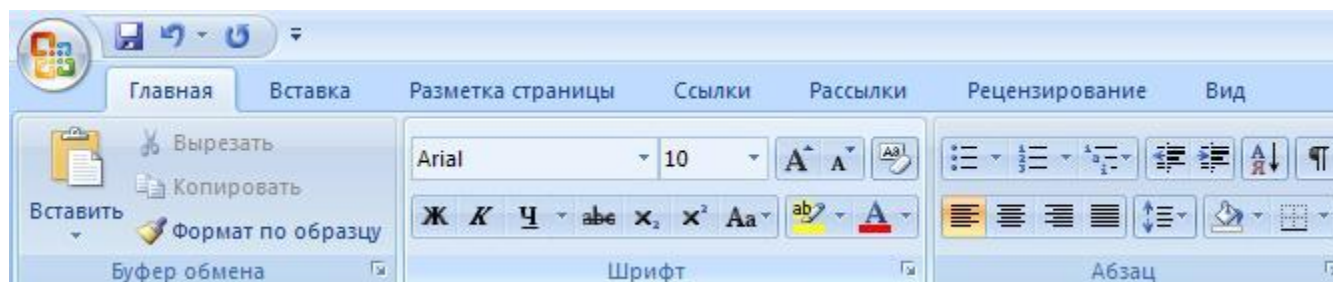
Refer to <http://msdn.microsoft.com/library/aa511258.aspx> for a detailed explanation of the Windows user interface guidelines (English).

User Interface

Menus and Ribbon

Menu names and Ribbon tabs names should be consistently translated in all localized products; the same US term should have identical translation in all localized applications.

In general, you should always try to translate menu items and Ribbon tabs using nouns in nominative case:



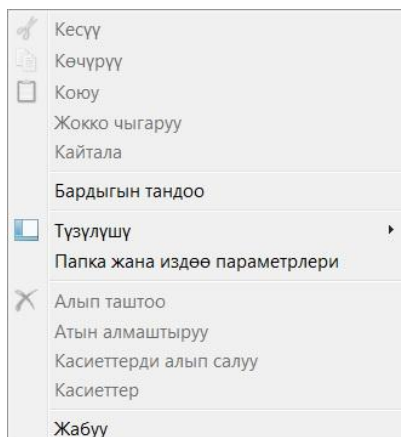
Where it is not possible to use a noun, use verb in the infinitive, or other parts of speech.

Commands

Command names should be consistently translated in all localized products, the same US term should have identical translation in all localized applications.

Command names translated as verbs, e.g. Save (Сактоо), Cut (Кесүү), Paste (Коюу), always in the infinitive. Many command names are translated as nouns, always in the nominative case, e.g. List (Тизме), Break (үзүлүшү). There are some exceptions: About <program name> (Программа жөнүндө), What is it? (Бул эмне?)

касиеттер- noun, кесүү – verb



Dialog Box Components

When translating dialog box interface you should remember that you are expected to use consistent terminology and language style in all dialog boxes not only within currently localized application. You also need to ensure that your translations are consistent with translations in other localized applications. This is particularly important when localizing common (identical) dialog boxes found in several applications. An example of such common dialog boxes that often contain the same terminology are dialog boxes Spelling (Орфография) or Editing format (Форматты тууралоо).

Форматты тууралоо

Сандар Акча бирдиги Убакыт Дата

Үлгүлөр

Оң: 123 456 789-00 сом Терс: -123 456 789-00 сом

Акча бирдигинин символу: сом

Оң акча суммасы: 1-1 сом

Терс акча суммасы: -1-1 сом

Ондук символ: -

Үтүрдөн кийинки сандардын саны: 2

Санариптик топтоштуруу символу:

Сандарды топтоо: 123 456 789

Сандар, валюталар, убакыт жана дата үчүн жарыяланбаган система параметрлерин калыбына келтирүү үчүн "Кайрадан орнотуу" баскычын чыкылдатыңыз.

Кайра орнотуу

ОК Жокко чыгаруу Жолдонуу

Форматты тууралоо

Сандар Акча бирдиги Убакыт **Дата**

Үлгүлөр

Кыска дата: 02.11.10

Толук дата: 2-Ноябрь 2010-ж.

Дата форматтары

Кыска дата: DD.MM.YY

Толук дата: D'-MMMM YYYY'-ж.'

Форматты белгилөө:
d, dd = күн ddd, dddd = аптанын күнү; A = ай; y = жыл

Календарь

Эгерде жыл эки цифра менен киргизилген болсо, жылды ортосундагыдай чагылдыруу:

1930 жана 2029

Аптанын биринчи күнү: Дүйшөмбү

Сандар, валюталар, убакыт жана дата үчүн жарыяланбаган система параметрлерин калыбына келтирүү үчүн "Кайрадан орнотуу" баскычын чыкылдатыңыз.

Кайра орнотуу

OK Жокко чыгаруу Колдонуу

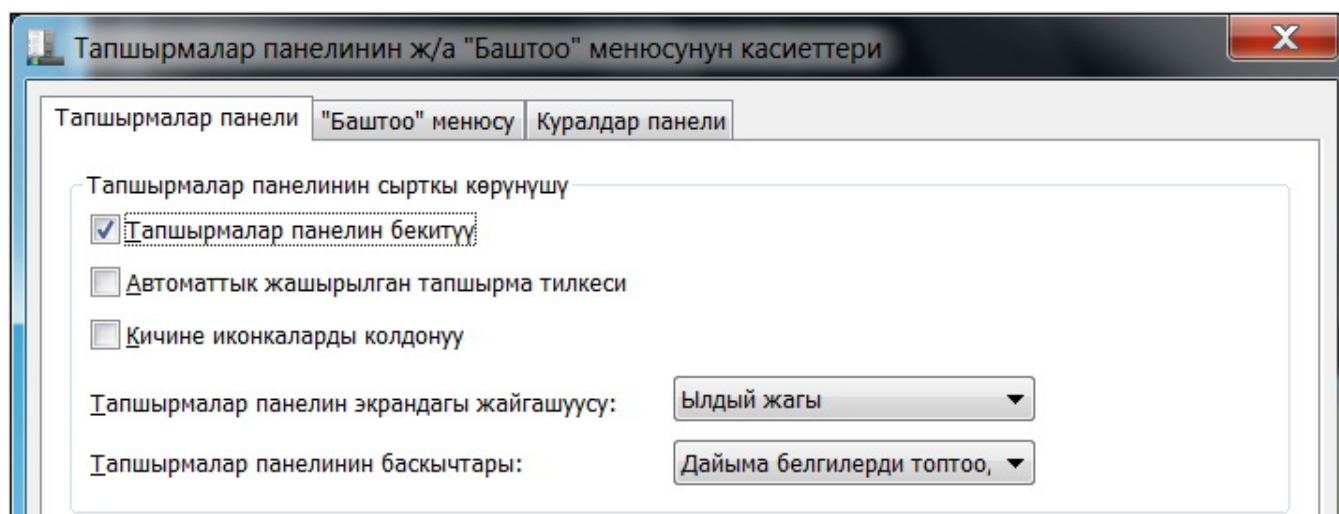
Dialog Box Titles

Whenever possible, the main titles of the dialog boxes should be translated as nouns, e.g. Форматты тууралоо,, Учурашуу экраны and etc.

Note: Well-known legacy exception is **Табуу жана алмаштыруу**

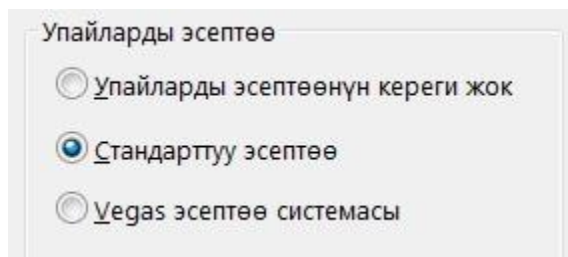
Dialog Box Options Group Headings

The dialog box options group headings can be grammatically connected to the options they represent (e.g. Колонтитулдарды айырмалоо | жуп жана так беттер | биринчи бетинин) or not (e.g. Бөлүм | Бөлүмдү баштоо эмес) depending on what is appropriate (e.g. to save space or for more clarity.)

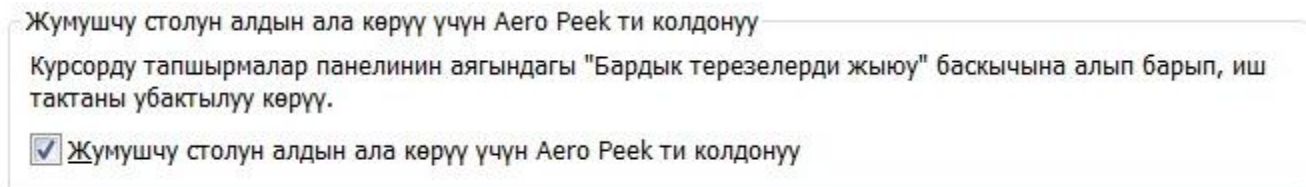


Check Boxes And Radio Buttons

In the case check boxes or radio button names form a list, they should not be capitalized. For instance:

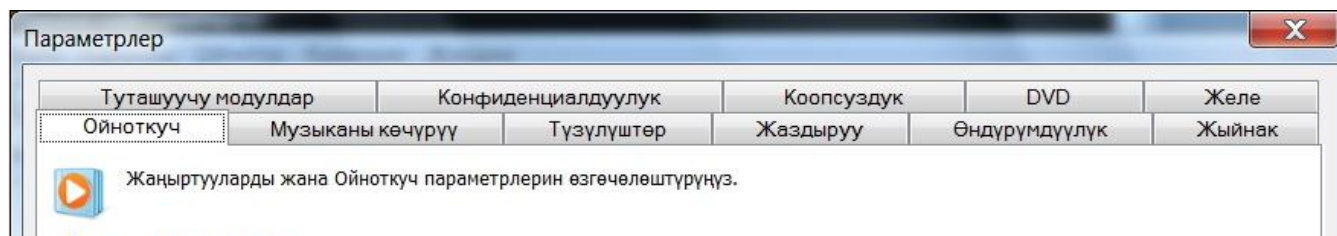


In some cases check boxes names cannot be forming a list, in this case they can start with a capital letter. For example:

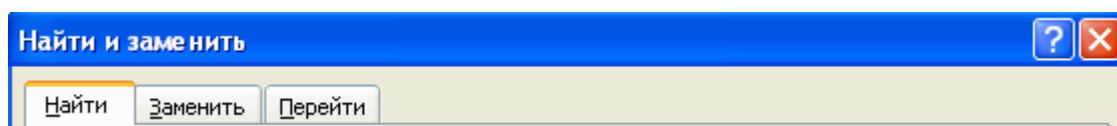


Dialog Box Tabs

The dialog box tabs are usually nouns, always in the nominative case:



Verb infinitives can also be used:



In rare cases they can also be translated with adjectives, e.g. **Жалпы**.

Buttons

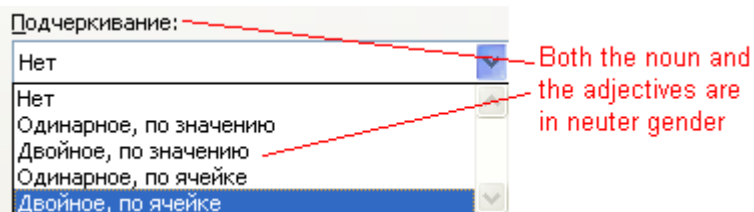
The general rule for button names is that verbs are translated as verbs, e.g. Cut (Кесүү), Remove (Алып салуу); and nouns are translated as nouns, e.g. Help (Жардам), Keyboard (Баскыч топ); the same applies to other parts of speech, e.g. General (Жалпы).

There are several exceptions though, like Cancel (Жокко чыгаруу), New (Түзүү).

Note: The standard button "OK" must be translated with Kyrgyz letters: OK. When it is not and there is an access key (usually assigned to "K" – O&K), it is a style error.

Drop Down Lists/Tables In Dialog Boxes

The list titles and list elements cannot be grammatically connected and they do not take any inflection to reflect connection between the list title and the elements of that list. Nevertheless try to make them as grammatically connected as possible, for example, adjectives should have the same gender (feminine, neutral or masculine) as the nouns they modify:



Column and row titles in tables start with capital letters and do not end with any punctuation marks.

When the table items are complete sentences, each of them starts with a capital letter and ends with a period. When the table items are not complete sentences, they normally start with small letters and do not end with a period. However the whole column must be consistent, i.e. start with either small or capital letter.

Verb Forms

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. In kyrgyz translations the verb “be” can be omitted. Omitting of the verb ‘be’ do not change the meaning of the source string.

English example	Kyrgyz example	Explanation
The document is too large. Document too large.	(+) Документ өтө чоң.	Be consistent in your usage of the verb “to be”
Access was denied. Access denied.	(+) Мүмкүндүк алынган жок. (?)Мүмкүндүк алуу кабыл алынган жок.	In complete sentences, use verbs and the same tense as in the source string.
A problem occurred while trying to connect to the network share '%1!s!'.	(+) '%1!s!' жалпы желесине туташууда маселе пайда болду.	Shorten and rephrase if necessary to “A problem occurred while connecting to the network share '%1!s!'”
An unknown error has occurred./ No error occurred.	(+) Белгисиз ката кетти./Ката кеткен жок.	Shorten this construction where possible, e.g. Unknown error. / No error

Messages

Avoiding wordiness

Do not use extra words if they do not add to sentence/string meaning and are not needed to complete grammatical structure of a string.

English example	Kyrgyz example
Do you want to save the current list of messages?	(+) Учурдагы тизмени сактоо керекпи? (-) Учурдагы тизмени сактоону сиз каалайсызбы?

Continuous operations

Continuous operations are usually expressed in English with a gerund which should be translated into Kyrgyz by either a reflexive verb.

English example	Kyrgyz example
Printing document	(+) Документ басып чыгарылууда
Downloading page	(+) Барак жүктөлүүдө
Converting file	(+) Файл кайра түзүүлүүдө

Please

The word "please" is often used in English sentences. In Kyrgyz equivalents the literal translation “суранам” is out of place. Do not overuse it! If messages like "Please wait a minute..." often appear on the screen. They should be translated as "Күтө туруңуз..." or "Күтө турууңузду суранам..." if it is appropriate.

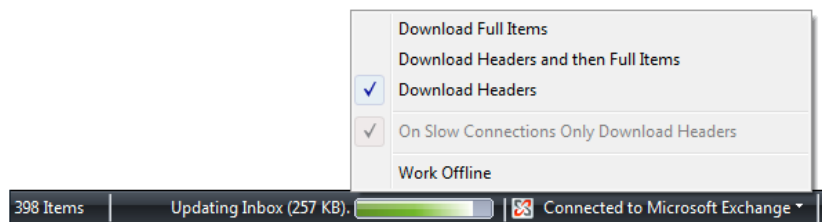
Welcome to...

Translate as "Сиз менен <application name>" саламдашууда or omit and leave only the product name as this string is usually a concatenated one and there might be a problem with grammar. For example: "Microsoft Office'тин сервер кеңейтүүлөрү" will become incorrect in a concatenated string "Сиз менен Microsoft Office'тин сервер кеңейтүүлөрү саламдашууда".

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).



Kyrgyz Style in Status bar Messages

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

Name	Kyrgyz Name	Category	English Status Bar message	Kyrgyz Status Bar message
Edit	(+) Оңдоо	menu	Contains editing commands	(+) Оңдоо командасын камтыйт

Name	Kyrgyz Name	Category	English message	Status Bar	Kyrgyz message	Status Bar
Copy to Folder...	(+) Папкага көчүрүү...	menu	Copies the selected items to a new location		(+) Жаңы жайгашууга белгиленген элементти көчүрөт	
New	(+) Жаңы	command	Creates a new document		(+) Жаңы документ түзөт	
			Make object visible?		(+) Объектти көрсөтүү керекпи?	
			Word is converting the document. Press Esc to stop.		(+) Документ кайра түзүлүүдө. Аны токтотуу үчүн, Esc'ти басыңыз.	
			Datasheet View		(+) Берилмелер барагынын көрүнүшү	
			Done		(+) Даяр	

The importance of standardization

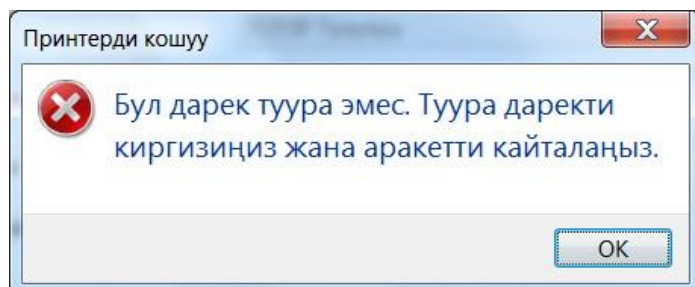
In the US product you can often find messages that are phrased differently even though they have the same meaning. Try to avoid this in the localized Kyrgyz version. Use one standard translation as in the examples below:

English term	Correct Kyrgyz translation
Press F1 to get Help	(+) Жардам алуу үчүн F1 ди басыңыз.
If you want Help press F1	
To get Help press F1	
Not enough memory	(+) Эс жетишсиз.
Insufficient memory	
There is not enough memory	
Save changes to %1?	(+) Өзгөрүүлөрдү %1 ге сактоону каалайсызбы?
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.

Kyrgyz 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.

Many error messages in English end with exclamation marks, but usually they should not be used in Kyrgyz. Exercise your discretion to decide whether exclamation mark is appropriate in Kyrgyz translation in each particular case.

Standard Phrases in Error Messages

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

In the table below you will find the most common constructions used in the error messages and the recommended translations. These translations should be used in all new Microsoft translations and fixed in legacy strings if such strings review is a part of the current translation/review project. There is no need to request special/separate review to use the below translation in legacy materials as long as legacy translation is correct.

English	Translation	English Example	Kyrgyz Example
An error occurred while...	Ката кетти...	An error occurred while formatting the media.	(+) Медиа түзмөгүн форматтоодо ката кетти.
An error was detected...	Ката табылды...	An error was detected while accessing the program configuration.	(+) Программа конфигурациясына мүмкүндүк алууда ката табылган.
Are you sure you want	Чын эле...	Are you sure you want to	(+) Чын эле алып

English	Translation	English Example	Kyrgyz Example
to ...		delete...	таштайсызбы...
Cannot ...	Болбой жатат...	Cannot configure... Cannot determine... Cannot load...	(+) Тууралоого болбой жатат... (+) Аныктоого болбой жатат... (+) Жүктөөгө болбой жатат...
Cannot (exceptions)	Мүмкүн болбой жатат... не может	Cannot divide by 0. The password cannot be blank.	(+) Нөлгө бөлүүгө мүмкүн эмес. (+) Жашыруун сөз бош болушу мүмкүн эмес.
Could not ... Unable to... ...was not able to...	Жасалган жок...	Could not activate help. Unable to configure... The system was unable to install your device.	(+) Жардамды чакыра алган жок. (+) Конфигурациялай алган жок... (+) Бул түзмөктү система орното алган жок.
Congratulations!	<i>Omitted in translation</i>	Congratulations! You have successfully installed the selected device!	(+) Белгиленген түзмөктү ийгилитктүү орноттуңуз!
Do you want to...	<i>Omitted in translation</i>	Do you want to convert this font to TrueType during installation?	(+) Бул арипти орнотуу учурунда TrueType форматына кайра түзүүнү каалайсызбы?
Failed to ... Failure of ...	Аткарылган жок ...	Failed to create directory for default service providers. Failure of opening MAPI Forms Manager	(+) Жарыяланбаган кызмат провайдерлери үчүн каталог түзүлбүй калды. (+) MAPI формаларынын диспетчерин ача алган жок.
... failed.	Жаңылды...	Remove operation failed.	(+) Алып таштоо жаңылды.
In progress	аткарылууда	Search in progress	(+) Издөө аткарылууда
... is not available ... is unavailable	Мүмкүндүк жок	The requested resources were not available.	(+) Суралган ресурстарга мүмкүндүк жок.
There is not enough... Not enough...	Жетишсиз ...	There is not enough memory available to perform this task.	(+) Тапшырманы аткаруу үчүн эс жетишсиз.

Error Messages Containing Placeholders

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

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

%c means <letter>

%s means <string>

Examples of error messages containing placeholders:

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

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

English example	Message User will see	Kyrgyz example
Replace invalid %s?	Replace invalid data? Replace invalid file?	(+) Жараксыз %s алмашабызбы?
%s already exists	File already exists Name already exists	(+) %s али бар экен (-) бар экен %s
%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 учурда Сиздин жеке байланышыңыз катары коюлду.
%s stopped working and was closed	The application stopped working and was closed The program stopped working and was closed	(+) %s ишин токтотуп жабылды

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). In Kyrgyz all such references should be capitalized. When referring to a key always use a descriptor "баскыч".

Examples:

(+) ENTER баскычын басыңыз

(-) ENTER'ди басыңыз

(+) ALT+F3 баскычын басыңыз

(-) ALT+F3 айкалыш баскычын басыңыз

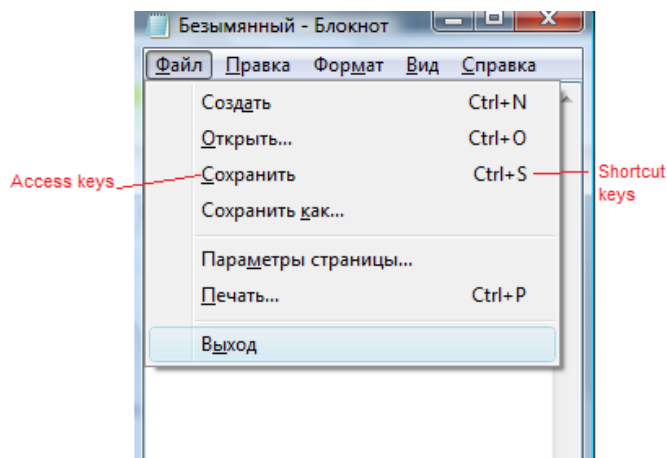
(+) Сол ALT баскычын басыңыз or сол жактагы ALT'ты басыңыз

(-) сол ALT'ты басыңыз.

Below is the list of key names that should be translated into Kyrgyz. All other key names are not localized.

English name	Kyrgyz name
Space bar	(+) Аралык панели
Up	(+) Жогорку жебе
Down	(+) Төмөнкү жак жебеси
Left	(+) Сол жебе
Right	(+) Оң жебе

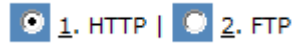
Access Keys/Hot keys



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.

Whenever possible access keys should be assigned to Cyrillic letters or numbers not to Latin letters (so that users don't need to switch to non- Kyrgyz keyboard layout.)

Currently access keys are often assigned automatically by a special tool, so please be sure to ask your manager whether you need to pay attention to access keys or not.

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as l, I, t, r, f can be used as hot key	n/a	Not applicable to Kyrgyz
Characters with downstrokes, such as д, р, у, ф, ц, щ, Ъ, Ы, Ь can be used as hotkeys	no	A hotkey can be assigned to a character with a downstroke if there are no other options (i.e. all other character have hotkeys assigned to them)
Extended characters can be used as hotkeys	n/a	Not applicable to Kyrgyz
An additional letter, appearing between brackets after item name, can be used as hotkeys	no	
A number, appearing before the item name, can be used as hotkey	yes	This workaround should be used when only English words are available for an access key, like in protocol names: 
A punctuation sign, appearing between brackets after item name, can be used as hotkey	no	
Duplicate hotkeys are allowed when no other character is available	no	
No hotkey is assigned when no more characters are available (minor options only)	yes	

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.

All arrow key names should be localized and capitalized, as described [above](#).

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.

When referring to shortcuts please use *баскычтарды басуу*, not *баскычтар айкалышын басуу*. Key names in shortcuts should be separated with a plus sign without spaces (even if they have a different format in the source).

Standard Shortcut Keys

US Command	US English Shortcut Key	Kyrgyz Command	Kyrgyz Shortcut key
General Windows Shortcut keys			
Help window	F1	Жардам терезеси	F1
Context-sensitive Help	Shift+F1	Мазмун жардамы	SHIFT+F1
Display pop-up menu	Shift+F10	Калкыма терезени көрсөтүү	SHIFT+F10
Cancel	Esc	Жокко чыгаруу	ESC
Activate\Deactivate menu bar mode	F10	Саптар меню тилкесин чыгаруу/ киргизүү	F10
Switch to the next primary application	Alt+Tab	Кийинки баштапкы тиркемеге өтүү	ALT+TAB
Display next window	Alt+Esc	Кийинки терезени көрсөтүү	ALT+ESC
Display pop-up menu for the window	Alt+Spacebar	Терезе үчүн калкыма менюну көрсөтүү	ALT+ПРОБЕЛ
Display pop-up menu for the active child window	Alt+-	Активдүү терезече үчүн калкыма менюну көрсөтүү	ALT+-
Display property sheet for current selection	Alt+Enter	Учурдагы белгиленген объект үчүн касиет барагын көрсөтүү	ALT+ВВОД
Close active application window	Alt+F4	Активдүү тиркеме терезесин жабуу	ALT+F4

US Command	US English Shortcut Key	Kyrgyz Command	Kyrgyz Shortcut key
Switch to next window within (modeless-compliant) application	Alt+F6	Колдонмо аркылуу терезеге өтүү	ALT+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Активдүү терезенин сүрөтүн алмашуу буферине жайгаштыруу	ALT+PRNT SCR N
Capture desktop image to the Clipboard	Prnt Scrn	Иш такта сүрөтүн алмашуу буферине жайгаштыруу	PRNT SCR N
Access Start button in taskbar	Ctrl+Esc	Тапшырма панелиндеги «Баштоо» баскычына мүмкүндүк алуу	CTRL+ESC
Display next child window	Ctrl+F6	Кийинки терезечени көрсөтүү	CTRL+F6
Display next tabbed pane	Ctrl+Tab	Кийинки кыстырылма панелди көрсөтүү	CTRL+TAB
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Тапшырма башкаруучусун жана система инициализациялоосун жүргүзүү	CTRL+SHIFT+ESC
File Menu			
File New	Ctrl+N	Жаңы файл	CTRL+N
File Open	Ctrl+O	Файлды ачуу	CTRL+O
File Close	Ctrl+F4	Файлды жабуу	CTRL+F4
File Save	Ctrl+S	Файлды сактоо	CTRL+S
File Save as	F12	Файлды башкача сактоо	F12
File Print Preview	Ctrl+F2	Басып чыгарууну алдын ала карап чыгуу файлы	CTRL+F2
File Print	Ctrl+P	Басып чыгаруу файлы	CTRL+P
File Exit	Alt+F4	Чыгуу файлы	ALT+F4
Edit Menu			
Edit Undo	Ctrl+Z	Артка кайтаруу	CTRL+Z
Edit Repeat	Ctrl+Y	Кайталоо	CTRL+Y
Edit Cut	Ctrl+X	Кесүү	CTRL+X

US Command	US English Shortcut Key	Kyrgyz Command	Kyrgyz Shortcut key
Edit Copy	Ctrl+C	Көчүрүү	CTRL+C
Edit Paste	Ctrl+V	Коюу	CTRL+V
Edit Delete	Ctrl+Backspace	Алып таштоо	CTRL+BACKSPACE
Edit Select All	Ctrl+A	Барын белгилөө	CTRL+A
Edit Find	Ctrl+F	Табуу	CTRL+F
Edit Replace	Ctrl+H	Орун алмаштыруу	CTRL+H
Edit Go To	Ctrl+B	Өтүү	CTRL+B
Help Menu			
Help	F1	Жардам	F1
Font Format			
Italic	Ctrl+I	Кыйгач	CTRL+I
Bold	Ctrl+G	Кара	CTRL+G
Underlined/Word underline	Ctrl+U	Асты сызылган/сөздөрдүн астын сызуу	CTRL+U
Large caps	Ctrl+Shift+A	Чоң баш тамгалар	CTRL+SHIFT+A
Small caps	Ctrl+Shift+K	Кичине тамгалар	CTRL+SHIFT+K
Paragraph Format			
Centered	Ctrl+E	Борборлоштурулган	CTRL+E
Left aligned	Ctrl+L	Солго тегизделген	CTRL+L
Right aligned	Ctrl+R	Оңго тегизделген	CTRL+R
Justified	Ctrl+J	Энине тегизделген	CTRL+J

Document Translation Considerations

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

Titles

In English the titles for chapters usually begin with "How to ..." or with phrases such as "Working with ..." or "Using ...". In the Kyrgyz version of Microsoft documentation:

English example	Kyrgyz example
How to create...	(+) Кантип түзүү керек... (-) Башкача түзүү...

Headings for topics in Troubleshooting Help are often constructed after the pattern "I have done so and so, but this or that does not happen". Keep the same grammatical structure in Kyrgyz.

Copyright

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

Translation of copyright text should be consistent both within the product being localized and across Kyrgyz versions of Microsoft products. Important things to remember:

- No changes in copyright text are allowed until English text is different. Different Kyrgyz translation should be treated as a minor style error unless meaning is the same (if meaning was changed, it would be an accuracy error.)
- "эмблема" word position: all "эмблемалар" occurrences should be at the end of Kyrgyz. Trademarks enumeration regardless of where the <name> logo part is placed in the English text. It is required to make sure "эмблема" in Kyrgyz is associated only with the following product/technology name (not with the subsequent names too.)

English example	Kyrgyz example
© 2011 Microsoft Corporation. All rights reserved. The example companies, organizations, products, people, and events depicted herein are fictitious. No association with any real company, organization, product, person, or event is intended or should be inferred. Microsoft, the Office logo, Outlook, PowerPoint, SharePoint, Windows, the Windows logo, and Windows Server are either registered trademarks or trademarks	(+) © Майкрософт корпорациясы (Microsoft Corporation), 2011. Бардык укуктар корголгон. Мисал катары колдонулган компаниялардын, уюмдардын, продуктулардын, элдердин аттары жана окуялар ойдон чыгарылган. Алардын чыныгы компаниялардын, уюмдардын, продуктулардын, элдердин аттары жана окуяларга окшоштугун жөнөкөй окшоштук катары гана кабыл алыңыз. Microsoft, Outlook, PowerPoint, SharePoint, Windows,

of Microsoft Corporation in the United States and/or other countries.	Windows Server, Windows'тун и Office'тин эмблемалары АКШдагы жана башка өлкөлөрдөгү Майкрософт корпорациясынын катталган сода маркалары болуп эсептелет.
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Describing Actions with UI items

The English verb "click" is translated as баскылоо with a noun in objective case (баскылоо).

Example:

(+) белгисин баскылоо

There are exceptions to that rule: for example, you should use the verb басыу for buttons. Please see the table below:

Object	Action
баскыч (button)	басыу
желекче (checkbox)	Желекчени орнотуу алып салуу
шилтеме (link)	Шилтеме берүү, баскылоо
икон (icon)	Иконду коюу
буйрук (command)	Буйрук берүү

Standard Phrases in Documentation

Use the following standard translations for typical phrases:

English example	Kyrgyz example
What do you want to do?	(+) Эмнени аткарууну каалайсыз? or (+) Эмнени жасаганды каалайсыз
To ... Press Do this	(+) Бул ..., басыңыз
See also	(+) дагы караңыз
For more information click [>>]	(+) Кошумча маалымат алуу үчүн [>>] баскылаңыз (+) Кошумча маалымат алуу үчүн [>>] шилтемесин баскылаңыз
For more information please refer to...	(+) Кошумча маалыматтарды бул... караңыз