Microsoft

Basque Style Guide

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1 Welcome

Welcome to the *Microsoft Localization Style Guide* for Basque. This guide will help you understand how to localize Basque content in a way that best reflects the Microsoft voice.

Before you dive in:

- Make sure you understand the key tenants of the [Microsoft voice](#).
- Familiarize yourself with the recommended [style references](#) in Basque.

1.1   Reference material

Unless this style guide or the Microsoft Language Portal provides alternative instructions, use the orthography, grammar, and terminology 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 possible, consult the other topics in this style guide for guidance.

1. Rules applied to oral and written language given by Euskaltzaindia (Basque Language Academy: Euskaltzaindiaren arauak)
2. Basque Grammar (EUSKAL GRAMATIKA LEHEN URRATSAK, EGLU) published by Euskaltzaindia (Basque Language Academy)
3. Hiztegi Batua, the Basque Dictionary published by Euskaltzaindia (Basque Language Academy)
4. Euskaltzaindiaren Hiztegia. Adierak eta adibideak. Euskaltzaindia, Elhuyar, Elkar, 2012. ISBN: 978-84-9027-023-3
5. Euskal Gramatika Laburra: Perpaus Bakuna. Euskaltzaindiko Gramatika Batzordea. Euskal Herriko Unibertsitatea – Euskaltzaindia, 1993. ISBN: 84-85479-70-X
6. Onomastika – Exonomastika

Informative references

These sources are meant to provide supplementary and background information.

1. Euskalterm (Basque Public Term Bank)
2. Elhuyar Hiztegia. ISBN: 978-84-92457-91-5
3. Zientzia eta teknologiaren hiztegi entziklopedikoa. Elhuyar.
4. Sareko Euskal Gramatika
5. Euskal Hiztegia. ISBN: 978-84-9783-258-8
6. Zehazki: ISBN: 84-96310-66-3
7. Egungo Euskararen Hiztegia
8. Orotariko Euskal Hiztegia (Basque General Dictionary). ISBN: 84-271-1493-X / 84-330-0722-X
9. EIMAren estilo-liburuko Ortotipografia (Orthotypography), published by the Education Department of the Basque Government. ISBN: 84-457-2127-5
10. EIMAren estilo-liburuko Letra larriak, published by the Education Department of the Basque Government. ISBN: 978-84-457-2738-6
11. EIMAren estilo-liburuko Onomastika eta Izen-zerrendak, published by the Education Department of the Basque Government. ISBN:84-457-2297-2

12. [EIMAren estilo-liburuko](#) [Morfosintaxia](#), published by the Education Department of the Basque Government.
13. [EIMAren estilo-liburuko](#) [Zientzia eta teknikarako euskara](#), published by the Education Department of the Basque Government.
14. [EIMAren estilo-liburuko](#) [Puntuazioa](#), published by the Education Department of the Basque Government.
15. [EIMAren estilo-liburuko](#) [Ahoskera](#), published by the Education Department of the Basque Government.
16. Informatika eta internet hiztegia. UZEI. Donostia: Elkarlanean, L.G. 2001. ISBN:84-8331-801-6
17. Euskal Gramatika Osoa. ISBN: 84-88411-34-0
18. [Berria estilo liburua](#). ISBN: 978-84-934179-5-6
19. Euskal Estilo Libururantz (Towards a Basque Style Guide). ISBN: 84-8373-348-X
20. Zientzia eta Teknikarako Euskara. ISBN: 84-8438-030-0
21. Laburtzapenen gidaliburua. ISBN: 84-7529-654-8
22. Harluxet hiztegi entziklopedikoa (encyclopedia): http://www1.euskadi.net/harluxet/
23. Ereduzko prosa gaur: http://www.ehu.es/euskara-orria/euskara/ereduzkoa/
24. Euskal Herriko toponimia (Basque toponymy): http://www.euskadi.net/euskara_toponimia; http://www1.euskadi.net/euskara_udalerriak/indice_c.asp
25. 3000 Hiztegia.
26. Basque software catalogue: http://www.euskadi.net/euskara_soft
27. Database of the Basque Scientific Community: https://www.inguma.eus/

2   Microsoft voice

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

Three principles form the foundation of our voice:

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

The Microsoft voice targets a broad set of users from technology professionals and enthusiasts to casual computer users. Although content might be different for different audiences, the principles of Microsoft voice are the same. However, Microsoft voice also requires us to keep the audience in mind. Choose the right words

for the audience: use technical terms for technical audiences, but for consumers use common words and phrases instead.

These key elements of the Microsoft voice should extend across Microsoft content for all language locales. Each language has specific choices in style and tone that evoke the Microsoft voice in that language.

2.1   Choices that reflect Microsoft voice

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

The general style should be clear, friendly, and concise. Use language that resembles everyday conversation, rather than the formal, technical language that's often used in technical and commercial content.

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

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

2.1.1   Word choice

Terminology

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

Short word forms and everyday words

Writing US English text in the Microsoft voice means using the short, simple words spoken in everyday conversations. In English, shorter words are generally friendlier and less formal. Short words also save space on-screen and are easy to read quickly. Precise, well-chosen words aid clarity, but it's important to use everyday words that customers are familiar with.

In Basque, short word forms aren't common. But the principle of using everyday words can be met mainly using omission, which reflects how some terms are used in real life.

The following table lists some of the omissions that will help improve the fluency of the Basque text.

English	Basque long form	Basque short form
Email message	Mezu elektroniko	Mezu
Email address	Helbide elektroniko	Helbide
Email account	Posta elektronikoko kontu	Posta-kontu
Mobile data connection	Mugikorreko datu-konexio	Datu-konexio

Don't try to mimic the English shortened words when there's no short Basque equivalent. For these words, use the full Basque form instead, regardless of what's used in the source text.

Here are some examples of such avoidable usages and their recommended alternatives:

English	Basque usage to avoid	Preferred Basque usage
App	Aplik.	Aplikazio
Info	Infor.	Informazio
PC	PC	Ordenagailu
Pick/choose		Erabili (use always erabili, it's the only translation)
Get		Lortu (when referring to abstract things as info., data) Eskuratu (when referring to material things as an app, software)
You		avoid as much as possible

Drive	use long form: USB unitatea, disko gogorra…

2.1.2 Words and phrases to avoid

The Microsoft voice avoids an unnecessarily formal tone. In Basque, long, formal, or obscure constructions should be avoided in favor of a simpler, more direct syntax. The following table presents a short list of Basque example words and phrases to avoid and their preferred equivalent words and phrases.

Note: Some of the suggestions below might not fit all contexts. They are provided as examples.

English	Basque word/phrase to avoid	Preferred Basque word/phrase
in order to, to, for	-tze aldera	-tzeko
with regard to, regarding	-en bezainbatean	-ri dagokionez, -ri buruz
helps, permits	ahalbidetzen/laguntzen du	-rekin/-ri esker (…) daiteke
user experience, service experience	erabiltzaile-esperientzia, zerbitzuko esperientzia	erabiltzaileak ematen dion erabilera, zerbitzuaren funtzionamendua

2.2 Sample Microsoft voice text
The following sections have examples of source and target phrases that illustrate the intent of the Microsoft voice.

2.2.1 Focusing on the user action

To make choices and next steps obvious for the user, focus on the action that the user needs to take.

English	Basque	Explanation
The password isn't correct, so try again. Passwords are case-sensitive.	Idatzi duzun pasahitza ez da zuzena. Saia zaitez berriro. Kontuan izan maiuskulak eta minuskulak berezi egiten direla.	The user has entered an incorrect password, so give the user a short and friendly message that lets them know that they need to try again.
This product key didn't work. Check it and try again.	Produktuaren gakoak ez du funtzionatu. Egiazta ezazu zuzena dela, eta saiatu berriro.	The user has entered incorrect product key. The message casually and politely asks the user to check it and try again.
All ready to go	Dena prest	A casual and short message informs the user that setup has completed and the system is ready to be used.
Would you like to continue?	Aurrera egin nahi duzu?	The second person is used to politely ask whether the user would like to continue.
Give your PC a name– any name you want. If you want to change the background color, turn high contrast off in PC settings.	Zehaztu ordenagailuaren izena; edozein izen erabil dezakezu. Atzeko planoaren kolorea aldatu nahi baduzu, desaktibatu kontraste handiaren aukera ordenagailuaren ezarpenetan.	Address the user directly, using the second person, to help the user take the necessary action.

2.2.2 Explanatory text and providing support

English	Basque	Explanation
The updates are installed, but Windows 11 Setup needs to restart for them to work. After it restarts, we'll keep going from where we left off.	Eguneratzeak instalatzen ari dira, baina Windows 11 instalatzaileak gailua berrabiarazi behar du eguneratzeek eragina izan dezaten. Berrabiarazi ondoren, utzitako lekutik berrekingo diogu eguneratze-prozesuari.	The language is natural, the way people talk. In this case, the tone is reassuring, letting the user know that we're doing the work. The use of "we" conveys a personal tone.
If you restart now, you and any other people using this PC could lose unsaved work.	Orain berrabiarazten baduzu, gorde gabe duzuen lana gal zenezakete zuk eta ordenagailua erabiltzen ari litekeen beste edonork.	The tone is clear and natural, informing the user what will happen if this action is taken. The conditional clause should be placed at the beginning so that the information is provided in a logical order.
This document will be automatically moved to the right folder after you correct invalid or missing properties.	Okerreko edo falta diren propietateak zuzendu ondoren, dokumentua automatikoki eramango da dagokion karpetara.	The text is informative and clearly and directly tells the user what will happen. The information should be provided in the order in which the actions take place to make them easier to follow.
Something bad happened! Unable to locate downloaded files to create your album.	Arazo bat izan da. Ezin izan ditugu deskargatu diren fitxategiak aurkitu, eta ezin izan dugu albuma sortu.	Short, simple sentences inform the user what has happened.

2.2.3   Promoting a feature

English	Basque	Explanation
Picture password is a new way to help you protect your touchscreen PC. You choose the picture—and the gestures you use with it—to create a password that's uniquely yours.	Marrazki bidezko pasahitzak ukipen-pantailadun gailuak babesteko modu berria dira. Ordenagailua konfiguratzean, keinu bidezko marrazki bat asmatuko duzu, eta, ostean, hura desblokeatzeko, marrazki hori egin beharko da, pasahitza idatzi beharrean.	To promote features and apps: Depending on the context, you can add more information or reword the sentences to make the point clearer, instead of mimicking the source structure.

2.2.4   Providing how-to guidelines

English	Basque	Explanation
To go back and save your work, click Cancel and finish what you need to.	Atzera egin eta egindako lana gordetzeko, sakatu "Utzi", eta amaitu amaitu beharrekoak.	The instruction is brief and clear and uses the second person. The word order is important: sentences should begin by stating the purpose, and then the instruction is given, separated by a comma.
To confirm your current picture password, just watch the replay and trace the example gestures shown on your picture.	Marrazki bidezko pasahitza berresteko, ikusi erreprodukzioa eta egin erakutsitako keinu bera.	The tone is simple and natural. The user isn't overloaded with information; we tell them only what they need to know to make a decision.

3   Inclusive language

Microsoft technology reaches every part of the globe, so it's critical that all our communications are inclusive and diverse. These guidelines provide examples on how to use inclusive language and avoid habits that may unintentionally lead to marginalization, offense, misrepresentation, or the perpetuation of stereotypes.

General guidelines

Comply with local language laws.

Use plain language. Use straightforward, concrete, and familiar words. Plain and accessible language will help people of all learning levels and abilities. Some examples include using a two-syllable word over a three-syllable word or several clear words instead of one complicated term or concept.

Be mindful when you refer to various parts of the world. If you name cities, countries, or regions in examples, make sure they're not politically disputed. In examples that refer to several regions, use equivalent references—for example, don't mix countries with states or continents.

In text and images, represent diverse perspectives and circumstances. Depict a variety of people from all walks of life participating fully in activities. Show people in a wide variety of professions, educational settings, locales, and economic settings.

Don't generalize or stereotype people by region, culture, age, or gender, not even if the stereotype is positive. For example, when representing job roles, choose names that reflect a variety of gender identities and cultural backgrounds.

Don't use profane or derogatory terms.

Don't use slang that could be considered cultural appropriation.

Don't use terms that may carry unconscious racial bias or terms associated with military actions, politics, or controversial historical events and eras.

The following table contains examples of preferred and recommended language to convey inclusivity, as well as terms and expressions that should not be used.

Use this	Not this	Use this	Not this
English examples		**Target examples**	
primary/subordinate	master/slave	nagusia/mendekoa	maisua/esklabua
perimeter network	demilitarized zone (DMZ)	sare perimetrala	desmilitarizatutako eremua
stop responding	hang	erantzunik gabe	eskegi

expert	guru	aditua	gurua
colleagues; everyone; all, user, member, sucriber	guys; ladies and gentlemen	kideak; edonor; guztiak, erabiltzaile, kide, harpidedun	mutilak; jaun-andreok
parent	mother or father	gurasoak	aita edo ama

3.1 Avoid gender bias

- **There is no gender distinction in Basque. Therefore, male and female stereotypes aren't usually reflected in the language.**
- **Gender-neutral alternatives are recommended in cases where there are marked masculine or feminine nouns.** Avoid the use of compounds containing gender-specific terms (gizonak, andreak, mutilak, neskak, etab.).
- **Using a collective term to refer to a group of people is useful to include as many people as possible in its meaning (for example, using "senideak" instead of "anai-arrebak").**

The table that follows contains examples of gender-biased words or compounds that should be avoided in Basque and the alternative that should be used to promote gender inclusivity.

Use this	Not this	Comments
Target examples		
Bikotekide	Mutil-lagun / Neska-lagun	Partner
Gurasoak	Aitak	Parents
Haurrak, umeak	Seme-alabak	Children
Irakasleak	Maisu-maistrak	Teachers

3.2 Accessibility

Microsoft devices and services empower everyone, including people with disabilities, to do the activities they value most.

Focus on people, not disabilities. Don't use words that imply pity, such as *gaixotasun bat pairatu* or*nozitu.* The preferred option is not to mention a disability unless it's relevant.

The following table contains examples that illustrate people-first language.

Use this	Not this	Use this	Not this
English examples		**Target examples**	
person with a disability	handicapped	desgaitasun bat duen pertsona; aniztasun funtzionala duen pertsona	minusbaliatua; elbarria; ezindua
person without a disability	normal person; healthy person	desgaitasunik gabeko pertsona	pertsona normala; pertsona osasuntsua

Avoid using obsolete or pejorative terms, such as "zoroa" or "baliaezina", **as well as euphemisms**, such as "pertsona ezberdinak" instead of "desgaitasun bat duten pertsonak" or "mutiko berezi bat" instead of "desgaitasun bat duen mutiko bat".

Use generic verbs that apply to all input methods and devices. In procedures and instructions, avoid verbs that don't make sense with alternative input methods used for accessibility.

The table that follows contains an example employing a verb that can apply to all input methods and devices.

Use this	Not this	Use this	Not this
English example		**Target example**	
Select	Click	Hautatu	Egin klik; sakatu

Keep paragraphs short and sentence structure simple—aim for one verb per sentence. Read text aloud and imagine it spoken by a screen reader.

Spell out words like *gehiago, gutxiago, handiago,* and *txikiago*. Screen readers can misread text that uses special characters like the plus sign (+), minus sign (-) and greater than/smaller than (<>).

4   Language-specific standards

This part of the style guide contains information and guidelines specific to Basque.

These guidelines are general rules. For specific cases and detailed explanations, refer to the normative references listed at the beginning of this document and to the rules and recommendations listed in [EIMAren estilo-liburuko](#) [Ortotipografia](#) (Orthotypography), published by the Education Department of the Basque Government.

4.1   Grammar, syntax and orthographic standards

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

4.1.1   Abbreviations

Avoid the use of abbreviations whenever possible. When the long version of a string doesn't fit in the space provided, modify the target text by omitting some words or rewording the whole phrase.

Common abbreviations

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

1. Eliminate the last part of a word. Abbreviations shouldn't end with a vowel (although there are standardized exceptions such as the abbreviation of months: *mai., abu.,* etc.). Basque bigrams (such as tx, ts, tz) should be kept complete when appearing at the end of an abbreviation.
    Exception: bigram "rr" can be broken; example: "or." (orri).
2. Take away some internal letters. Example: zk. (zenbakia)

List of common abbreviations:

Expression	Acceptable abbreviation
adibidez	adib.
administrazio	admin.
eskuin	esk.

ezker	ezk.
zenbaki	zk.
eta abar	etab.
orrialde	or.
telefono	tel.
astelehena	al.
asteartea	ar.
asteazkena	az.
osteguna	og.
ostirala	or.
larunbata	lr.
igandea	ig.
urtarrila	urt.
otsaila	ots.
martxoa	mar.
apirila	api.
maiatza	mai.
ekaina	eka.
uztaila	uzt.
abuztua	abu.
iraila	ira.
urria	urr.
azaroa	aza.
abendua	abe.

Ameriketako Estatu Batuak	AEB*

*Add declension marks in plural: AEBetan, AEBetako, etc.

Don't abbreviate such words as product names.

Don't use more than one abbreviation per string.

4.1.2 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), and RAM (Random Access Memory).

Localized acronyms

Acronyms must always be kept in their original form; don't create a new acronym derived from the language-specific translated term. However, when the acronym isn't standardized or well known, the words that comprise the acronym can be spelled out and, thus, translated to improve the understability of the text.

Example:

English	Basque acronym to avoid	Preferred Basque acronym
PIN (Personal Identification Number)	IZP (identifikazio-zenbaki pertsonala)	PIN (identifikazio-zenbaki pertsonala)

Unlocalized acronyms

Although acronyms should never be translated in their abbreviated form, a generic term can be inserted after them, providing extra information and helping the introduction of the declension mark. When the declension mark is to be added directly to the acronym, no hyphen should be used between the acronym and the declension mark. When the character limit allows it, use the generic term after the acronym. Declination of acronyms should be avoided as much as possible.

Example:

English	Basque with generic term	Basque with declension mark
PIN	PIN kode	PINa
SD	SD txartel	SDa

4.1.3 Adjectives

The literal translation of some adjectives can have a negative effect on the readability of the text. In such cases, adjectives should be either changed or omitted.

The example below shows how the translation can be improved by avoiding a literal translation.

English	Basque
Create new contact	Sortu kontaktua
Open in a new tab	Ireki beste fitxa batean

Possessive adjectives

The frequent use of possessives is common in English. However, in Basque, possessive adjectives are less frequent, and they should be used only when it's important to indicate ownership. You can achieve a more fluent translation by omitting the possessive adjective and letting the verb reflect the person.

English	Basque to avoid	Preferred Basque
Your domain Admin blocked your account	Zure domeinu-administratzaileak zure kontua blokeatu du.	Domeinu-administratzaileak kontua blokeatu dizu.

4.1.4 Articles

There is no independent article in Basque.

Unlocalized feature names

Microsoft product names and feature names that aren't translated are used without definite or indefinite articles in both English and Basque.

Example:

English	Basque
Website addresses will be sent to Microsoft	Webguneen helbideak Microsoft-i bidaliko zaizkio

Localized feature names

Translated feature names are used with a definite or indefinite article. They aren't treated like proper nouns.

Example:

English	Basque
Hide the Task Manager when it is minimized	Ezkutatu ataza-kudeatzailea, ikonotuta dagoenean

Articles for terms borrowed from English

To choose the appropriate article for an English loan word that has been used in Microsoft products before, 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 the Basque language?
- Analogy: Is there an equivalent Basque term whose article could be used?
- Frequency: Is the term used in other technical documentation? If so, what article is used most often?

The internet may be a helpful reference here.

Always consult the Language Portal to confirm the use of a new loan word and its proper article to avoid inconsistencies. In Basque, the main concern will be when to add declension marks separated by a hyphen and when directly after the word, once the loan word is fully standardized.

Example:

English	Basque
Internet	Interneteko
Blog	Bloga
Blob	Blob-a

4.1.5 Capitalization

When translating into Basque, apply Basque spelling conventions rather than following the capitalization in the source text.

Mainly, replace the title capitalization used in English with the sentence capitalization preferred for Basque. That is, instead of capitalizing the first letter of every word, capitalize only the first letter of the first word. In general terms, avoid excessive capitalization, and capitalize only the first word of any string, sentence, or product or feature name.

4.1.6 Compounds

Generally, compounds should be understandable and clear to the user. Avoid overly long or complex compounds. Keep in mind that compounds that are hard to understand diminish usability.

In Basque, name + name compounds must usually be written with a hyphen between them. However, there are some exceptions. Never add a hyphen between the two words of a compound when:

- The first word of the compound is erdal, euskal, itsas, or giza.
- When one of the words in the compound is an acronym or a foreign word.

Also, despite the recommendation by EIMA, in Microsoft products all terms of the group that includes sorta, multzo, and modu must also be hyphenated for readability's sake.

Example:

English	Basque
Control Panel	Kontrol-panel
Username	Erabiltzaile-izen
Preview mode	Aurrebista-modu
Word document	Word dokumentu
SIM card	SIM txartel
Wi-Fi network	wifi-sare

Note: Not all noun+noun constructions are compounds. Some of them are in apposition (for example, proxy zerbitzari, hegazkin modu).

Compounds with product or component names

The compounds below contain both product and component names. Product names are usually trademarked and, therefore, must remain unchanged. Additions to a product or component name are added with a hyphen or, if that isn't appropriate, you need to create a periphrastic construction.

These guidelines apply whether or not the product or component name contains an acronym, an abbreviation, or a number.

English	Basque
Windows password	Windows-eko pasahitza
Microsoft Word document	Microsoft Word-eko dokumentua
Microsoft SQL Server Database	Microsoft SQL Server-eko datu-basea
Office 365 data	Office 365-eko datuak
Power BI Admin Center	Power BI-ren administrazio-zentroa

4.1.7 Conjunctions

Writing in the Microsoft voice in English uses conjunctions to make the text sound friendly and conversational. For example, starting a sentence with a conjunction can convey an informal tone and style. Even when conjunctions aren't used in this way in the source text, you can add them in the Basque translation to improve readability.

4.1.8 Genitive

In Basque, genitive constructions can be made by using the -REN and -KO declension marks or by omission, as in English. All such constructions are correct and can be interchangeable, depending on the context. That is, even if a term is approved using a certain construction, there's no need to stick to that structure in all its occurrences if the syntax or context calls for a modification.

Example:

English	Basque
Two account managers have been assigned.	Bi kontu-kudeatzaile esleitu dira.
Contact the account manager.	Jarri kontuaren kudeatzailearekin harremanetan.

When the first term of the genitive construction is a product name, there are two ways of expressing the syntactical relationship: adding the declension mark hyphenated to the proper name or omitting the declension mark.

It's common for the string to use a placeholder instead of the product name. That makes it hard to determine which declension mark is correct, so the omission method is usually preferred of this kind of genitive construction.

Example:

English	Basque
Word document	Word-eko dokumentu
Word document	Word dokumentu

Windows user	Windows-en erabiltzaile
Windows user	Windows erabiltzaile

4.1.9 Localizing colloquialism, idioms, and metaphors

The Microsoft voice allows for the use of culture-centric colloquialisms, idioms, and metaphors (collectively referred to as "colloquialism").

To express the intent of the source text appropriately, choose from the following options:

- Don't attempt to replace the source colloquialism with a Basque colloquialism that means the same thing unless the Basque colloquialism is a perfect and natural fit for that context.
- Translate the intended meaning of the colloquialism in the source text (as opposed to literally translating the colloquialism), but only if the colloquialism's meaning is an integral part of the text that can't be omitted.
- If the colloquialism can be omitted without affecting the meaning of the text, omit it.

Colloquialisms are more common in English than in Basque. Avoid an excessive use of colloquialisms in the Basque translation.

4.1.10 Numbers

This topic includes guidelines for when to use numerals (the symbols that represents a number, for example, 1, 2, 3, and 234) and when to spell out numbers (for example, one, two, three, and two hundred thirty-four), in addition to other guidelines for referring to numbers.

Cardinal numbers

In Basque, the general recommendation is to spell out the numbers up to ten.

However, in the UI, numerals are usually used because they are more visual and they help save space when character limits apply.

There is an exception for the number one: when it's spelled out, it goes at the end of the phrase, but when it's written as a number, its position is the same as for any other number, even though we read it in its natural position. Therefore, in running text, we

recommend that you spell out the number one, so that it appears in its natural reading position.

Examples:

Inprimatu 1 orri (reads "inprimatu orri bat")
Aukeratu fitxategi bat

4.1.11 Prepositions

Basque is a postpositional language. Because there is no preposition in Basque, English prepositions are translated by means of postpositions and declension marks.

Use postpositions correctly in translations. Many translators, influenced by the English language, omit them, translate them literally, or change the word order.

English	Basque	Explanation
Copy to folder	Kopiatu karpetan	Instead of mimicking the directionality in the source text, with verbs such as "copy" or "add," the use of NON case is preferred, for consistency.
Download to folder	Deskargatu karpetara	However, there are verbs (such as kargatu and deskargatu) for which the literal translation is correct or preferred.
Set the name for the folder	Zehaztu karpetaren izena	"For" could almost be considered a false friend due to the many uses it has in English. Although in some cases it can mean NORAKO, it should usually be translated as a genitive (NOREN) for a more accurate and fluent result.

4.1.12 Punctuation

Don't just mimic the use of punctuation marks in the source text. Follow the basic usage rules stated in the normative references listed at the beginning of this document and the rules and recommendations listed in EIMAren estilo-liburuko Puntuazioa, published by the Education Department of the Basque Government.

Comma

Refer to the normative sources for general rules and exceptions.

Colon

Use lowercase for the word after a colon.

Dashes and hyphens

Here is a list of the ASCII codes for Basque hyphens and dashes:

Code	Character
Alt+45	-
Alt+0150	–
Alt+0151	—

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 Basque, hyphens are used mainly in compounds. Also, hyphens are used to attach declension marks to unlexicalized nouns, especially product or component names (whether they contain an acronym, an abbreviation, or a number) and units of measure, and in number ranges. When each part of the range is just a number, no spaces are used around them. But if each part contains a number and its referent, spaces must be left before and after the hyphen.

Example:

English	Basque
Username	Erabiltzaile-izen
4MB attachment	4 MB-ko eranskin
Skype account	Skype-ko kontu
Pages 2-4	2-4 orriak
2MB-4MB	2-4 MB (preferred form)

2MB-4MB	2 MB - 4 MB (if the measurement units must be written with each number)

En dash

The en dash is used as a minus sign, with no spaces before the number, and as a subtraction sign with spaces before and after it.

Example:

Basque
–9º C
5 – 7

Em dash

The em dash should be used only to emphasize an isolated element or introduce an element that isn't essential to the meaning conveyed by the sentence. However, in Basque, em dashes aren't as common as in English. Thus, when translating, they should usually be replaced by colons, commas, or brackets.

Example:

English	Basque
Get loved ones together on the same group video call—in just a few clicks.	• Elkartu etxeko guztiak taldeko bideo-dei berean klik gutxi batzuk eginda. • Elkartu etxeko guztiak taldeko bideo-dei berean. Klik gutxi batzuk besterik ez duzu beharko!

Ellipsis (suspension points)

In Basque, no space should be inserted after the ellipsis when the ellipsis is at the beginning of a phrase. If this space is used in the source text, omit it in the target text.

Slash

The rules in Basque regarding capitalization and spacing related to slashes are different from those in English. So, regardless of how the slash is used in the source text, in Basque, use the same capitalization before and after the slash—that is, capitalize both words or use lowercase for both words. If there's just one word on each side of the slash, there should be no space on either side of the slash. However, if an item on either side has more than one word, put a space before and after the slash.

Period

Refer to normative sources for general rules and exceptions.

Quotation marks

Here is a list of the ASCII codes for Basque quotation marks:

Code	Character
Alt+034	"
Alt+039	'

Quotation marks are used to highlight references to the names of menus, buttons, and options, as well as messages, folders, usernames, addresses, and other text that appears in the UI.

Even when the source text doesn't use quotations marks, we recommend that you add them in Basque. The quotation marks help to avoid ambiguity and clarify references to the UI.

Always use double quotation marks in Basque translations. When the source uses single quotation marks, replace them with double quotation marks in the target text.

Example:

English	Basque
Press Enter key	Sakatu "Sartu" tekla
Click File	Egin klik "Fitxategia" menuan

Parentheses

Refer to normative sources for general rules and exceptions. Pay special attention to the use of punctuation marks at the end of parenthetical comments. Unlike in English, the punctuation must always be placed after the closing parenthesis. The only exception is when a complete sentence appears in parentheses, in which case, the period is placed inside the parentheses.

Example:

English	Basque
You can get Skype on your mobile (your operator may charge you for receiving SMS messages.)	Skype gailu mugikorrean ere erabil dezakezu (SMSak jasotzea kobra diezazuke operadoreak).

4.1.13 Symbols and nonbreaking spaces

In Basque, measurement units are written in their international format, with no ending period. Also, units of measure and the percent sign (%) must be separated from the figure by a space, ideally a nonbreaking space. The only exceptions are degree symbols (°, ', ").

Example:

English	Basque
100%	% 100
25MB	25 MB
90°	90°

Ampersand (&)

For the ampersand symbol - always translate "&" as "and" when it refers to running text. Do not keep "&" in the target, unless it is part of a tag, placeholder, shortcut or other type of code.

5 Localization considerations

Localization means that the translated text needs to be adapted to the local language, customs, and standards.

The language in Microsoft products should have the "look and feel" of a product originally written in Basque, using idiomatic syntax and terminology, yet it should maintain a high level of terminological consistency, so as to guarantee the maximum user experience and usability for our customers.

5.1 Accessibility

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

Hardware and software components engage a flexible, customizable user interface, alternative input and output methods, and greater exposure of screen elements. Some accessible products and services aren't available in Basque-speaking markets. If you have questions about the availability of a specific accessibility product or service, double-check with the appropriate resources.

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

5.2 Applications, products, and features

The names of applications and products are often trademarked or may be trademarked in the future and are therefore rarely translated. Occasionally, feature names are trademarked, too.

Product names and feature names that aren't translated should be treated as proper nouns in Basque.

English example	Basque example
Have Cortana assist me in Microsoft Edge	Cortana-ren laguntza jaso Microsoft Edge-n
Website addresses will be sent to Microsoft	Webguneen helbideak Microsoft-i bidaliko zaizkio

By contrast, translated feature names aren't treated as proper nouns.

English example	Basque example
Hide the Task Manager when it is minimized	Ezkutatu ataza-kudeatzailea, ikonotuta dagoenean

Version numbers

Version numbers always contain a period (for example, Version 4.2). Version numbers are usually also a part of version strings, but technically they aren't the same.

5.3   Trademarks

Trademarked names and the name Microsoft Corporation shouldn't be localized unless local laws require translation and an approved translated form of the trademark is available. A list of Microsoft trademarks is available for your reference at the following location: https://www.microsoft.com/en-us/legal/intellectualproperty/trademarks

5.4 Software considerations

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

5.4.1 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.

In Basque, arrow keys are called "Gora gezia," "Behera gezia," "Eskuinera gezia," and "Ezkerrera gezia." That is, the name of the key, the word that denotes the direction, must be capitalized and the generic term "gezia" (arrow) is in lowercase. To increase readability, in addition to the capitalization, quotation marks can be used to highlight such names—for example, "Ezkerrera" gezia.

5.4.2 Buttons and menu items

The labels for buttons, options, and menu items are usually short and to the point. When translating such texts, place the verb at the beginning of the string and in infinitive form. When there are character limitations, the preferred translation approaches are omission and rewording. Avoid abbreviations unless they're necessary for aesthetics and consistency among products.

5.4.3 Error messages

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

When translating error messages, translators are encouraged to apply the [Microsoft voice principles](#) to help ensure that the target translation is natural sounding, empathetic, and not robot-like.

English term	Correct Basque translation
Something went wrong	Zerbait gaizki atera da
Not enough memory to process this command.	Ez dago behar adina memoria agindu hori prozesatzeko.

Basque style in error messages

As in the status bar messages, it's important to use consistent terminology and language style in the localized error messages, and not just translate them as they appear in the US English product.

Standard phrases in error messages

The phrases below commonly occur in error messages. When you translate them, try to use the target phrases provided. However, feel free to use other ways to express the source meaning if they work better in the context. When translating standard phrases, standardize. Note that sometimes the US English source text uses various phrases to express the same thing. Use the simplest translation.

Examples:

English	Basque
Cannot ... Could not ... Failed to ... Failure of ...	Ezin da... Ezin izan da...
Cannot find ... Could not find ... Unable to find ... Unable to locate ...	Ezin da aurkitu... Ezin izan da aurkitu...
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Ez dago behar adina memoria
... is not available ... is unavailable	...ez dago erabilgarri

5.4.4 Keyboard shortcuts

Sometimes, there are underlined or highlighted letters in menu options, commands, or dialog boxes. These letters refer to keyboard shortcuts, which help the user to perform tasks more quickly.

Examples:

<u>N</u>ew

<u>C</u>ancel

<u>O</u>ptions

Basque localization of keyboard shortcuts

In general, when a keyboard shortcut appears in the translated text, assign it to the same letter as in English. If the letter chosen in the English text doesn't appear in the Basque version, the keyboard shortcut must be assigned to another letter. Consider the following things to help you choose a replacement letter that's easily identifiable and visually appealing:

- If possible, the replacement letter should be the first letter of the string or the first letter of a word for visibility.
- "Slim characters," such as I, l, t, r, and f should be avoided for aesthetics and visibility.
- Characters with downstrokes, such as g, j, y, p, and q should be avoided for aesthetics and visibility.
- The same letter can't be used as keyboard shortcut in two different items in the same menu or UI level.

Note that the keyboard shortcuts are tested and fixed by developers. In the final product, they might be changed or adapted to the market. For example, they might be made consistent with the Spanish keyboard shortcut, so that users can use the same key combinations regardless of which language they're working in.

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

Term	Usage
access key	A subtype of keyboard shortcut. A letter or number that the user types to access UI controls that have text labels. Access keys are assigned to top-level controls so that the user can use the keyboard to move through the UI quickly. Example: F in Alt+F Example in UI localization: H&ome In keyboard shortcuts, most access keys are used with the Alt key.
key tip	The letter or number that appears in the ribbon when the Alt key is pressed. In UI localization, the key tip is the last character present in the strings after the "`" character.

Example: In UI localization Home`H
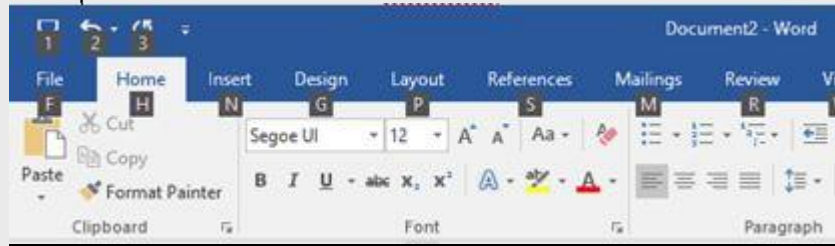
	A subtype of keyboard shortcut. A key that the user types to perform a common action without having to go through the UI. Shortcut keys aren't available for every command.
shortcut key	Example: Ctrl+N, Ctrl+V In keyboard shortcuts, most shortcut keys are used with the Ctrl key. Ctrl+letter combinations and function keys (F1 through F12) are usually the best choices for shortcut keys.

5.4.5 Keys

References to key names, like arrow keys, function keys, and numeric keys, appear in normal text and sentence-style capitalization (not in small caps). In Basque, the first term of the key name (which is specific to the fuction it performs) must be capitalized, while the second term (the generic one, such as "tekla" and "gezia") must be lowercase. Don't put a hyphen between the two elements of the key name.

The only exception is "zuriune-barra" (space bar), which is lowercase and hyphenated because it's a descriptive, common noun, not a proper noun.

5.4.6 Numeric keypad

Avoid distinguishing keys on the numeric keypad from other keys, unless it's required because the software makes that distinction. If it isn't obvious which keys the user needs to press, provide the necessary explanation, usually by adding "zenbakizko teklatuko" before the key name.

Example: Sakatu zenbakizko teklatuko XXX tekla

5.4.7 Placeholders

When localizing 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.

Sometimes, a placeholder represents the name of a product, application, or feature, for example %s, [ProductName] in UI or <doc_user_guide_short> in UA. The content of the placeholder can usually be found by looking at the instructions or by looking at the resource ID of the string. When in doubt, you can always raise a query.

In some cases, the content of the placeholder might be a unique word or name. In those cases, the appropriate declension mark can be added directly to the placeholder.

Note that when the placeholder is replaced by a trademarked product name, the declension mark should always be added with a hyphen.

In another scenario, a placeholder might be replaced by more than one word or name, or even by a file name, username, or time stamp. In such cases, a workaround is to add the applicable generic term after the placeholder.

5.4.8 Shortcut keys

Shortcut keys are keystrokes or combinations of keystrokes that are used to perform defined functions in an app. Shortcut keys replace menu commands and are sometimes given next to the command that they represent. Access keys can be used only when they're available on the screen, whereas shortcut keys can be used even when they aren't accessible on the screen.

Basque localization of shortcut keys

In general, when shortcut keys appear in the translation text, keep the shortcut that's used in the US English text. However, the shortcuts are tested and fixed by developers. In the final product, they might be changed or adapted to the market. For example, they might be made consistent with the Spanish shortcut so that users can use the same key combinations regardless of which language they're working in.

What is a status bar message?

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

Basque style in status bar messages

Status bar messages have different forms, depending on the information they contain. Also, the same message can be phrased differently in different contexts. In the Basque translation, follow standard wording and syntax even if the source text varies.

For style consistency, always place the verb at the beginning when you're translating instructions and at the end when you're translating questions. Negative sentences should start with the negation clause.

English	Basque
Press F1 to get Help If you want Help press F1 To get Help press F1	Laguntza lortzeko, sakatu F1
Not enough memory Insufficient memory There is not enough memory	Ez dago behar adina memoria.
Save changes to %1? Do you want to save changes to %1?	%1 fitxategian egindako aldaketak gorde nahi dituzu?

5.5 Voice video considerations

A video that successfully conveys the Microsoft voice has these qualities:

- It addresses only one topic (one customer problem).
- It's brief.
- It has high-quality audio.

- Its visuals add to and complement the information.
- It uses the right language variant, dialect, and accent in the voice-over.

Successful techniques for voicing video content

- Focus on the intent. Show the best way to achieve the most common task, and stick to it.
- Show empathy. Understand and acknowledge the viewer's situation.
- Use SEO (search engine optimization). Include search phrases in the title, description, and headers so that people can easily find the topic.
- Talk to the customer as if they're next to you, watching you explain the content.
- Record a scratch audio file. Use it to check for length, pace, and clarity.

5.5.1 English pronunciation

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

Example	Phonetics	Comment
SecurID	/seˈkjʊə aɪˈdɪ/	
Release Pack	/riˈliːs/	
Digest	/ˈdaɪdʒest/	
Microsoft Windows Server 2022	/ˈmaɪkrosoft ˌwɪndoʊz ˈsəːvə/ 2022	Numbers are pronounced with Basque pronunciation, "Microsoft" in English
Outlook Web Access	/ˈaʊtluk ˈwebˌćkses/	Product name
Excel	/ˈeksl/	Product name
Hardware	/ˈhɑːdweə/	
Exchange Server	/eksˌtʃeɪndʒ ˈsəːvə/	Product name
Tool	/tuːl/	

ECHO_REQUEST	/ˈeço rɪˌkwest/	
Proxy	/ˈproksɪ/	
.NET	/dotˈnɛt/	.NET is considered a product name
Feature	/ˈfiːtʃə/	
live	/laɪf/	
Download	/ˈdaʊnlləʊd/	
Mobile	/ˈmoːbaɪl/	
Skype	/esˈkaip/ 🔊	An epenthetic e- is always inserted before consonant clusters [sk] in the target language.

Acronyms and abbreviations

Acronyms are pronounced like real words, if it's possible to read them in Basque. If it's not possible, read them letter by letter.

Example	Like real words	Letter by letter
RADIUS	v	
RAS	v	
ISA	v	
LAN	v	
WAN	v	
WAP	v	
MAPI	v	
POP	v	
URL		v

Other abbreviations are pronounced letter by letter.

Example: ICMP, IP, TCP/IP, XML

URLs

"http://" should be left out; the rest of the URL should be read.
"www" should be pronounced as "ube bikoitza, ube bikoitza, ube bikoitza."

The "dot" can be omitted, but can also be read aloud. If read aloud, it must be pronounced the Basque way, as "puntu."

Example	Phonetics
http://www.microsoft.com/basque	/ubebikoɪtsa ubebikoɪtsa ubebikoɪtsa maɪkrosoftpuntukom barra bask/

Punctuation marks

Most punctuation marks (such as ? ! : ; ,) are naturally implied by the speaker's tone of voice.

Special characters

Pronounce special characters such as / \ ˘ < > + - using the Basque translations approved in the Microsoft Language Portal.

5.5.2 Tone

Use a tone that's appropriate for the text and target audience. For example, an informal, playful, and inspiring tone may be used for most Microsoft products and games, while a more formal, informative, and factual tone is appropriate in technical content.

5.5.3 Video voice checklist

Topic and script

- Apply the following Microsoft voice principles:
  - Single intent
  - Clarity
  - Everyday language
  - Friendliness

   o Relatable context

Title

- Includes the intent
- Includes keywords for search

Intro: 10 seconds to set up the issue

- Put the problem into a relatable context.

Action and sound

- Keep something happening, both visually and audibly, but ...
- ... maintain an appropriate pace.
- Synchronize visuals with the voice-over.
- Alternate between first and second person if that sounds more natural.
- Repeat major points if that's appropriate.

Visuals

- The eye is guided through the procedure
  - Smooth, easily trackable pointer motions
  - Judicious use of callouts
- Appropriate use of motion graphics, branding-approved visuals, or both

Ending

- Recaps are unnecessary